**Kellie Castle – Flower Arranger**

**Volunteer Role Description**

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| **Directorate**:  Operations / Edinburgh and East | T:\Marketing\Web images 2017\Properties\Kellie Castle\IMG_3845.jpg |
| **Volunteer Manager**:  Fiona Austin, Visitor Services Supervisor |
| **Suggested Time Commitment**:  Thursday mornings on a rota basis  Open April – November |
| **Type of role:**  Ongoing role – no defined end date |

**Why do you need me?**

First built in the 14th century, Kellie Castle has been extended and added to over the centuries, and today features magnificent interior decoration from the 19th century, including a long-hidden Arts and Crafts mural by Phoebe Anna Traquair. Our volunteers help us look after this wonderful building, welcome visitors from around the world and ensure that they have a fantastic experience while visiting. We are looking for volunteer flower arrangers to provide flower arrangements to be displayed throughout the castle during our open season.

**What’s included in the role?**

* Arranging flowers throughout the castle.
* Either bringing flowers and foliage for the arrangements, or taking them from the garden.
* Contacting other flower arrangers to swap days if you are unable to come in on your day.
* Any other required duties related to the role, as agreed between the volunteer and manager.

**Why should I volunteer in this role?**

This role will give you the opportunity to get involved in other opportunities which arise from time to time. Trust volunteers can attend special events such as training sessions and are recognised for their work through our national ‘thank you’ programmes. Upon completing 40 hours of volunteering per year volunteers are eligible for an annual NTS pass for themselves and a family member.

**Who will I be working with?**

Generally, you’ll be working with a team of other volunteers and Trust employees. If you need help while volunteering, your volunteer manager or another appointed person will also be around to assist.

**Do I need any previous experience for this role?**

In general, you don’t need any specific experience or qualifications to volunteer with us.

For this role, we’re looking for someone who is enthusiastic about the work of the Trust, passionate about its values and objectives, and happy to engage with people of all ages and background. You’ll have an eye for detail and the following attributes:

* Flower arranging experience
* Good eye for detail and colour
* Flexible approach to working
* Must have an appreciation of the importance and fragility of the collections around which the arrangements are placed. For example, where vases are allowed to be put to ensure there is no damage to collections

We’ll provide an induction and training for you (all about the Trust, its values and your role) to get started, and we’ll help you to keep learning while you’re volunteering with us.

**Who can volunteer with the Trust?**

We have an Equality and Diversity policy, and our volunteering opportunities are open to anyone to apply. After you apply, we’ll get in touch to arrange an informal chat with you, to help you understand a bit more about the role and see if it’s right for you.

**What if I need some extra help to volunteer?**

Most of our volunteer roles are flexible and can be tailored to meet your needs. Our volunteer managers will be happy to discuss any help that you might need to volunteer, including adapting the role or assisting with volunteer expenses, when you first meet up.

**Will you carry out any checks before I can start this role?**

For this role, we don’t carry out reference checks, and you won’t be required to have a criminal record check. If there’s any information you’d like to share with us, you will have the opportunity to do this when completing your application / registration form.

**What’s the next step?**

You can apply online now for this role through our website application portal.

If you would like some extra information before applying, you can contact Fiona Austin, Visitor Services Supervisor, on 01333 720271 or faustin@nts.org.uk

**Last Revision Date**: 26th January 2023