



THE NATIONAL TRUST

Volunteer Role Description

Education Assistant

The National Trust is committed to helping people of all ages learn from the rich educational resources available at different types of properties. Volunteers play an important role in assisting both children and adults to learn about the Trust's work and the properties in its care.

Anticipated time contribution:

Expenses: Reimbursement of out-of-pocket travel costs between home and volunteering location, and other reasonable expenses agreed with the National Trust manager.

Location: **Osterley Park**

National Trust manager: **Emily Mealey/Julie Hammond**

Purpose of role: To assist, promote and facilitate - under the guidance of the property Audience & Community Development Manager - the educational use of Osterley Park by educational groups (in particular, school groups but also higher education and external voluntary groups).

- Key elements:**
1. Becoming familiar with the Trust's educational aims and promoting them through good practice.
 2. Acquiring knowledge relating to the property, its history and contents.
 3. Developing teaching materials relevant to the property.
 4. Using and maintaining educational resources and equipment appropriately and ensuring that they are returned to their proper storage place.
 5. Developing and maintaining good relationships with visiting education groups and taking due care for their welfare while on Trust premises.
 6. Monitoring the quality of educational visits and reporting informally to the Education Officer on each visit.
 7. Maintaining good working relationships with property staff and other volunteers.
 8. Participating, if requested, in the training of other volunteers.
 9. Undertaking such other appropriate educational assistance, as may be reasonably requested by the National Trust manager.
 10. Working in compliance with the Trust's *Working with Children and Young People Policy* and *Health and Safety Policy* at all times.

All these arrangements are binding in honour only and not intended to be legally binding.