



ENGLISH HERITAGE

Dover Castle Make Do and Mend Volunteer Role Description

Why does English Heritage need my support?

We have a growing programme of fundraising and sustainability supported by volunteers at Dover Castle and this role is an important addition. Our Make Do and Mend volunteers will make vital contributions to helping maintaining site uniform with minor repairs, looking after the dressing up costumes, and creating a variety of items from our 'beyond repair' uniform and fabric collection, to help fundraising in the second-hand bookshop, or for site decoration.

This role has the potential to grow or evolve depending on skills available and the ideas of volunteers coming on board. You will be supported with a wealth of materials and the space to create. There is a minimum requirement for basic sewing skills for this role. Additional craft skills are welcome to help us explore upcycling and craft activities onsite.

Where will I be based?

There will be room in the dedicated volunteer space for this role. There is also the opportunity to create in the 1940's themed second-hand bookshop if you would like to engage more with visitors.

Dover Castle
Castle Hill
Dover
Kent
CT16 1HU

What will I be doing?

As a Make and Mend Volunteer, your role will be to use your sewing skills and creativity to help us maintain our collection of costumes and make basic repairs to site uniforms, as well as make items to raise funds in our second-hand bookshop

- Undertake repairs as required to uniform or items in current costume collection
- Create items for selling in the second-hand bookshop or for use onsite (e.g. bunting)
- Creatively explore other opportunities for upcycling on site
- Assist with dressing the site for themed activities where needed
- Support with ideas for new opportunities to grow and develop the programme over time

How much time will I be expected to give?

This role is ad-hoc with flexibility to come onsite when available. We would ask for a minimum equivalent commitment of four hours a fortnight, but this can be discussed with the Volunteer Manager upon application.



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What skills, qualities and experience do I need?

- Sewing or tailoring skills
- Experience using a sewing machine
- A creative flare for upcycling using site materials
- An interest in developing your sewing and/ or craft skills
- Additional craft skills are also welcome

What support and training will I receive?

- A Welcome to English Heritage national induction
- A site orientation and role induction with your dedicated Volunteer Manager
- A volunteer induction pack, H&S training and a Volunteer Handbook
- Role specific training

What will English Heritage expect from me?

- To be the friendly face of English Heritage and deliver excellent customer service.
- To be reliable in attendance and dependable.
- Help us maintain the highest standards of presentation at our sites and properties.
- To wear English Heritage volunteer uniform where provided.
- Help us protect our properties and collections by understanding and following our security and safety procedures.
- Maintain good working relationships with staff, other volunteers and members of the public.
- Attend appropriate training and learn about the work of English Heritage.
- Observe organisational policy and procedures.
- Safeguard confidential information about English Heritage and let us know about anything relating to your role or the work of English Heritage that you think might be controversial.
- Any documentary or other material (including any copyright applying thereto) you are provided with or created by you in respect of your volunteering will be the property and copyright of English Heritage (unless otherwise agreed in writing).

What can I expect from English Heritage?

- A welcoming and enjoyable experience.
- To be treated fairly and with respect.
- Recognition and appreciation for your contribution.
- A full induction and training programme with on-going support.
- A volunteer pass allowing free entry to English Heritage properties is available on completion of 60 hours and four months of volunteering.
- Reimbursement of reasonable local travel costs between home and volunteering location within agreed limits.
- A certificate to demonstrate work carried out for English Heritage is available on request to show future employers or further education providers.
- You will be covered by English Heritage's own indemnity arrangements in respect of all liabilities that may result from your appointment as a volunteer.