



# Volunteer Education Assistant

## Task Description

This task description has been designed to assist you to be clear about what you are being asked to do while volunteering with Newhaven Fort. It is intended to act as a guide and will not cover every detail of your role.

Your task description will be regularly reviewed with your named supervisor and it is there to try and ensure that you are not asked to do anything unreasonable, or that you are not qualified, or have not been trained to do.

If you have any queries about this task description, please raise them with your supervisor.

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| <b>Main Tasks</b>          | <ul style="list-style-type: none"><li>• Researching, preparing/planning and delivering content as part of education programmes for; on-going educational visits, special events (on and off-site) and education venues such as schools, adult education classes.</li><li>• Assisting with hands on interpretation and workshops; showing and interpreting objects and archives.</li><li>• Education development; Researching and further developing the Fort's education offer, creating worksheets in conjunction with school curriculum. This might include exploring new ways of delivering the programme to new groups e.g. University of the 3<sup>rd</sup> Age.</li></ul> |
| <b>Supervisor</b>          | Philip Baldock  |
| <b>Date of Last Review</b> | 15/09/16  |

## Role Specification

- Willingness to attend regular meeting with supervisor and on-going training.
- Need to listen to and follow clear instructions for the supervisor.
- Volunteers in this role need to be keen to work in a team
- Training in all the basic tasks in this role will be given to all education assistant volunteers.
- Possible further training opportunities related to this role can be discussed.