

## Events Volunteer

### About Us:

Sulgrave Manor is an independent charity and an accredited museum which is open to the public from April to October.

The Manor was built in 1539 by the direct ancestors of George Washington, the first President of the United States. It was bought, restored and opened to the public as a symbol of friendship between Britain and America in 1921. Today, we tell the stories of Sulgrave Manor's owners and celebrate our historic and symbolic role in Anglo-American relations. Find out more at <https://sulgravemanor.org.uk/>.

### About The Role:

Event Volunteers help to deliver a variety of different events at Sulgrave Manor from planning and preparation to setting up and running activities on the day. It's about offering something fun and memorable for visitors and encouraging them to return and tell their friends about us.

### What's involved?

- Helping to prepare for the event – this might involve preparing craft activities, information and signage, setting up trails, displays and activities, moving tables and chairs, putting up gazebos and so on
- Providing a warm, friendly welcome to all visitors as the public face of Sulgrave Manor, answering any questions and encouraging people to get involved in the events/activities
- Assisting at events – this might involve manning the car park, directing visitors, providing information, running stalls and assisting with activities
- Overseeing family activities – this might involve selling trail sheets, handing out prizes, supervising hands-on art, craft or wildlife activities and assisting with games and races.
- Helping to clear up after the event – this might involve clearing up after craft activities, taking down signage, trails and displays, packing away tables, chairs and other equipment, taking down gazebos, litter picking and so on

Sulgrave Manor, Manor Road, Sulgrave, Banbury, Oxfordshire, OX17 2SD

T: +44(0)1295 760205

[www.sulgravemanor.org.uk](http://www.sulgravemanor.org.uk)

Charity No. 1003839

### **By getting involved, you could...**

- Use your people skills to inspire others.
- Get to know Sulgrave's history and unique position as a symbol of peace and friendship.
- Become part of a dedicated and friendly team and make new friends.
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- Volunteering in a beautiful historic environment
- Meeting people and making new friends
- Improving your communication skills
- Enjoying new experiences
- Great personal satisfaction, since you have the opportunity to make a real difference to our visitors' experience

### **This role will suit you if you...**

... have a friendly and enthusiastic manner and enjoy working with family visitors in particular. This role can sometimes be physically demanding and you may be on your feet all day

### **Required hours:**

On an ad hoc basis, according to the events programme - events usually take place at weekends and during school holidays.

Days usually run from 10.30am-4pm, with regular breaks.

### **What you will get in return:**

- You can claim mileage costs from your home to Sulgrave Manor. Fuel costs are calculated at 23p/mile to a maximum of £15 per return journey.
- We will provide all necessary training and equipment.
- Access to more volunteer benefits on completion of 20 hours of volunteering.

### **How to get involved:**

Download an application form from the website. Completed forms can be emailed to Shanna Wells, Marketing and Events Manager, at [shanna.wells@sulgravemanor.org.uk](mailto:shanna.wells@sulgravemanor.org.uk).