

## **Event Volunteer Role Description**

### **Purpose of the role:**

To help with the smooth running of Sharpham Trust's annual Open Day events, including The Heritage & Spring Garden Open Day (April), Summer Celebration Open Day (July), Apple Day (October) and All Soul's Day (November) under the general direction of event manager Maya Herbolzheimer.

### **Main tasks/activities:**

- To help with the running of our pop-up Sharpham Café, including serving food and drink, clearing plates, helping in the kitchens and managing the public.
- To help steward rooms inside Sharpham House to ensure the safety of the objects inside and to help direct the public around the house.
- To steward the event car park, helping to direct visiting cars safely in the fields and helping to direct them to the event on foot through the woodland gardens.
- To assist in the running of family friendly activities, trails and workshops taking place on the day.

### **Knowledge and experience:**

- No experience necessary – all instructions will be provided either in advance or on the day by the event manager or activity leader. There will be an all staff and volunteer briefing before the start on the day of the event.
- An understanding of Sharpham's policies, aims and objectives

### **Skills and behaviour:**

- Willingness to work with the public in an often busy environment
- Appreciation of nature and heritage of the Sharpham Estate
- Enthusiasm and willingness to learn and participate

### **Main point of contact:**

Maya Herbolzheimer, Volunteer and Engagement Officer, 01803 731802, [volunteer@sharphamtrust.org](mailto:volunteer@sharphamtrust.org)

### **Location:**

Sharpham House, Ashprington, Totnes, Devon, TQ9 7UT

### **Hours:**

9am – 4pm. At least 30 minutes lunch break (as per a staff and volunteer rota) Refreshments and lunch provided from the café.

### **Training:**

All training on the layout of the House, Gardens and Estate will be provided on the day of the event, as well as instructions on the task at hand. All equipment will be provided. There will be an all-staff and volunteer briefing before the start of the event to run through the schedule and H&S elements of the event.

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 SharphamTrust