

Learning Activities Assistant (School holidays & weekends)

Volunteer Role	Learning Activities Assistant
Reports to	Learning Manager
Background	<p>Bletchley Park is a place of exceptional historical importance, open to visitors throughout the year. It remains highly relevant to our lives today and for the future. It is the home of British code breaking and a birthplace of modern information technology. It played a major role in World War Two, producing secret intelligence which had a direct and profound influence on the outcome of the conflict.</p>
Purpose of Role	<ul style="list-style-type: none">• This volunteer role offers the opportunity to engage children and families visiting Bletchley Park outside of school hours as part of our families programme.• You will support our learning department in delivering engaging and inspiring informal activity workshops and sessions to visitors of all ages.• You'll be working closely with the Learning Team to ensure that our families, young people and children all receive a consistently warm and friendly welcome and have a very enjoyable experience during their visit to Bletchley Park.
Key Tasks	<p>Within Learning Team:</p> <ul style="list-style-type: none">• Supporting the Learning Team in setting up activities, workshops and sessions during the school holidays (This may sometimes include evenings and weekends)• Supporting small family groups, children and young people with STEAM (Science, Technology, Engineering, Arts and Maths) activities, which may include for example making or explaining simple mathematics, puzzles, encryptions and coding challenges• Encouraging participants to think creatively and divergently and work together• Notifying the Learning Manager of any materials or resources that are running low, need replacing or have become broken• There may also be other activities from time to time where we could use your help and support <p>Within Bletchley Park Trust:</p> <ul style="list-style-type: none">• Becoming familiar with and following Bletchley Park's Safeguarding and Health and Safety Policies at all times• To ensure emergency procedures are followed correctly• To report any incidents or hazards as soon as possible
What we are looking for	<p>Knowledge, Skills and Experience</p> <ul style="list-style-type: none">• Exceptional customer service skills

BLETCHLEY PARK

- An understanding of how children learn
- Good communication skills that are adaptable to a variety of audiences

Attributes

- Enjoy working with family groups, children and young people of all ages and abilities
- Relish working as part of a small team
- Strong organisational skills
- Good at having fun (and encouraging others to have fun too!)
- Lots of energy and ideas for how to make learning accessible to all
- An interest in and willingness to learn the Bletchley Park story
- Common sense and initiative
- A willingness to promote the Trust's values

Training

Training will include

- Safeguarding briefing and Health and Safety induction.
- Fire awareness training
- Department induction.
- Session and activity briefings, workshop observation and shadowing.
- Guided tour
- Access to Bletchley Park's internal library.
- We'll teach you how to explain seemingly complicated ideas (like Enigma) in an easy and accessible, child-friendly way for our family audience.

Benefits of the Role

- Joining a friendly and committed team and meeting new people
- Enjoying and sharing new experiences with our visitors
- Being a part of the legacy of Bletchley Park
- Gaining knowledge and experience which may help you to pursue a career within the education and heritage sectors

Commitment

Ideally a minimum of 1 or 2 days a week during Holiday periods for 2-4 hours per day

Other Information

Reimbursement of travel expenses from home to Bletchley Park as previously agreed with the Learning Manager/Head of Learning.

To apply please visit www.bletchleypark.org.uk/support-us/volunteer to download an application form. Please return the completed application form to volunteer@bletchleypark.org.uk

This is purely a voluntary role and does not create a legally binding arrangement or employment contract