

Learning Team Volunteer Tour Guide (Term time only)

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| Volunteer Role | Learning Team Volunteer Tour guide (Term time only) |
| 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">• To support the learning team in the delivery of high quality educational visits to schools of different age groups and abilities by leading the site tours that are a part of the school visit.• To support the learning department in delivering inspiring, engaging, hands-on and informative stories to our visiting groups of primary, secondary and post-16 students, adapting pitch and delivery of session to suit the audience• To be an ambassador of the Bletchley Park Trust, upholding the Trust's aims and mission statement |
| Key Tasks | <p>Within Learning Team:</p> <ul style="list-style-type: none">• To provide a welcome and the face of Bletchley Park for groups attending learning sessions• To deliver guided tours as part of a fixed length learning visit, keeping to time• To be able to adapt your tour delivery to children of different abilities and age groups (Primary, secondary, Post-16 and SEND) therefore maintaining student engagement• To use interactive activities, storytelling and other interpretive methods to tell a wide range of stories from Bletchley Park's history• Notify the Learning Manager of any materials or resources that are becoming worn and that are no longer presentable to visitors• To be aware of other visitors and ensure that both school groups and visitors can enjoy the site equally• To understand the stories of WW2 Bletchley Park code breaking and how this is relevant to children and adults today• There may be other activities from time to time where the learning team 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 |

BLETCHLEY PARK

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| What we are looking for | <p>Knowledge, Skills and Experience</p> <ul style="list-style-type: none">• An understanding of how children learn and an ability to adapt your communication style to suit different age ranges and learning needs• Ability to enthuse and facilitate learning (Teaching experience highly desirable) <p>Attributes</p> <ul style="list-style-type: none">• 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 Bletchley Park's history and a willingness to promote the Trust's values• Common sense and initiative• Flexible and willing to learn |
| Training | <p>Training will include</p> <ul style="list-style-type: none">• 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.• Ongoing training in aspects of education and learning and topic focused sessions |
| Benefits of the Role | <ul style="list-style-type: none">• Joining a friendly and committed team and meeting new people• Grow your confidence and develop your presentation skills• 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 | <p>An ideal commitment would be at least 2 days a month. Days are usually approximately 10am-2.15pm. Please note our tours take place outdoors in all weathers.</p> |
| Other Information | <ul style="list-style-type: none">• volunteers may be asked to become First aiders or fire Wardens• Reimbursement of travel expenses from home to Bletchley Park previously agreed with the Learning Manager/Head of Learning.• You will be contacted to advise your availability for tours ahead of time and operational need may vary |

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