

Gardens & Maintenance Volunteer - Role Profile

Volunteer Role	Gardens & Maintenance Team Volunteer
Reports to	Head of Site Works / Maintenance Supervisor
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 assist the gardeners with their daily duties with the care, maintenance and development of the Trusts Historic Landscape and habitats.• To report to Maintenance Supervisor and assist with any jobs under his leadership or working with other members of the team• To help ensure that every visitor to Bletchley Park enjoys an excellent visitor experience by providing excellent service at all times.• To be an ambassador of the Bletchley Park Trust, upholding the Trust's aim and mission statement.
Key tasks	<p>Gardening:</p> <ul style="list-style-type: none">• Maintain and enhance historical landscape features,• Helping out with the general upkeep of the garden:<ul style="list-style-type: none">○ tidying up○ dead-heading○ weeding borders○ pruning shrubs and plants○ grass cutting○ looking after garden machinery and equipment• Helping out with the planned development of the garden,• Installing and repairing fences, benches, gates and other estate furniture,• Path creation, clearance and maintenance <p>Maintenance:</p> <ul style="list-style-type: none">• Assist the Visitor Services Team with preparing, setting up and running events e.g. concerts, 1940s weekends,<ul style="list-style-type: none">○ Putting out chairs (we have deck chairs on the lawn in the summer)○ Moving tables, chairs, setting up gazebos• Assisting the Maintenance Supervisor /Caretakers in

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keeping the estate tidy and presentable (including litter picking and routine checks)

- Painting walls, fences or other surfaces damaged by winter weather
- There may be other activities where we could use your help.

Ensuring Health and Safety compliance:

To ensure that Health and Safety policy is adhered to for the safety of our visitors.

To ensure emergency evacuation procedures are followed correctly

This list is not an exhaustive list of tasks you may be asked to carry out but is intended to give a flavour of what the role might entail.

What We Are Looking For

Personal attributes:

Wish to develop an existing or new hobby

A good team member, working and communicating well with others

Common sense and initiative

Attention to detail

An interest in the Bletchley Park story

A willingness to promote the Trust's values

Physicality:

Is happy working in all weather conditions.

Wish to keep physically and mentally active.

Knowledge, Skills and Experience

Wish to gain experience in landscape management.

Have an interest in nature and historical landscapes.

Training and induction

Training will include:

- Fire Awareness training
- Access to the Volunteer library of books and DVDs relevant to the Bletchley Park story
- Ongoing training will be provided as and when necessary, including with the development of new exhibitions

Benefits to 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 in horticulture or facilities management

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Commitment	This is seasonal volunteer role available from late April/early May – October. The role is available Monday-Friday and not at weekends. During this time we will ask for 1 or 2 days a week
Dress code	Protective shoes to be worn at all times, gloves will be provided. Bletchley Park Uniform and safety boots are provided including protective outerwear for inclement weather.
Other Information	Some volunteers may be asked to become First Aiders. (Training will be provided). Reimbursement of travel expenses from home to Bletchley Park as previously agreed with Maintenance Supervisor

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