

## Activities Volunteer – Learning Team Role Profile

**Reporting to** Learning Programmes Assistant / Learning Team Manager

**Background** 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.

### Purpose of the Role

This volunteer role offers the opportunity to engage children and families visiting Bletchley Park during the school holidays and on selected weekends across the year, as part of our family's 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.

### What we are looking for

1. An ideal commitment would be at least 1-2 days a week during the school holidays for up to 5 hours per day.
2. An understanding of how children learn and an ability to adapt your communication style to suit different age ranges and learning needs.
3. Ability to enthuse and facilitate learning (Teaching experience highly desirable).
4. Strong organisational skills.
5. Good at having fun (and encouraging others to have fun too!)
6. Lots of energy and ideas for how to make learning accessible to all.
7. Able to think on your feet and use your initiative.
8. Flexible and willing to learn.
9. An interest in Bletchley Park's history and a willingness to promote the Trust's values.

### Key Tasks

#### Within Learning Team:

1. Supporting the Learning Team in setting up activities, workshops, and sessions.
2. 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.
3. Encouraging participants to think creatively and divergently and work together.
4. Notifying the Learning Programmes Assistant of any materials or resources that are running low, need replacing or have become broken.
5. There may also be other activities from time to time where we could use your help and support.

# BLETCHLEY PARK

6. To be aware of other visitors and ensure that both school groups and visitors can enjoy the site equally.
7. To understand the stories of WW2 Bletchley Park code breaking and how this is relevant to children and adults today.
8. There may be other activities from time to time where the learning team could use your help and support.

## Health and Safety compliance

1. Becoming familiar with and following Bletchley Park's Safeguarding and Health and Safety Policies at all times.
2. To ensure emergency evacuation procedures are followed correctly
3. To report any incidents or hazards as soon as possible.

## **Benefits of Volunteering with us**

1. Joining a friendly and committed team and meeting new people.
2. Grow your confidence and develop your presentation skills.
3. Being a part of the legacy of Bletchley Park.
4. Gaining knowledge and experience which may help you to pursue a career within the education and heritage sectors.
5. Access to the Volunteer library of books and DVDs relevant to the Bletchley Park story
6. Reimbursement of travel expenses from home to Bletchley Park as agreed with the Learning Team Manager.

## **Induction and training will include**

1. An induction to the site and it's exhibits and a guided tour
2. Departmental induction
3. Safeguarding briefing and Health and Safety induction
4. Session and activity briefings, workshop observation and shadowing
5. We'll teach you how to explain seemingly complicated ideas (like Enigma) in an easy and accessible, child-friendly way for our family audience.
6. Opportunities may be available to become a First Aider / Fire Warden (training will be provided)
7. Ongoing training will be provided as and when necessary, including with the development of new exhibitions

## **Other information**

1. Successful volunteers will be subject to an enhanced DBS check for this role
2. You will be contacted to advise your availability for tours ahead of time and operational need may vary.

If you are interested in joining our team of volunteers, please contact us via email to: [volunteer@bletchleypark.org.uk](mailto:volunteer@bletchleypark.org.uk) Further information can be found on our website [www.bletchleypark.org.uk/volunteer-with-us/](http://www.bletchleypark.org.uk/volunteer-with-us/)

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