

Volunteer Tour Guide – 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

1. 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.
2. To support the Learning Team 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.
3. To be an ambassador of the Bletchley Park Trust, upholding the Trust's aims and mission statement.

What we are looking for

1. An ideal commitment would be at least 2 days a month. Days are usually approximately 9:30am-2.30pm. Please note our tours take place outdoors in all weathers. Volunteering opportunities for this role are primarily Monday to Friday, during term time, but occasionally there may be opportunities on weekends and during school holidays.
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. To provide a warm welcome to Bletchley Park for groups attending learning sessions.
2. To deliver guided tours as part of a fixed length visit, keeping to time.
3. 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.
4. To use interactive activities, storytelling and other interpretive methods to tell a wide range of stories from Bletchley Park's history.
5. Notify the Learning Programmes Assistant of any materials or resources that are becoming worn and that are no longer presentable to visitors.

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 Further information can be found on our website www.bletchleypark.org.uk/volunteer-with-us/

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