



WENTWORTH WOODHOUSE

♦ R O T H E R H A M ♦

Role Title: Volunteer – Fundraising Team

Reporting to: Fundraising Team

Location: Based at the Big House Exchange (Stables

Hours: One shift of four hours a week - Fri, Sat, Sun, 11.00am – 3.00pm

Dress Code: Sensible shoes, appropriate clothing for weather.

Purpose of role: To assist the Fundraising team in achieving the annual fundraising target. Roles might include managing collections tins, talking to visitors about donating, memberships etc. Receiving donations, replenishment of stock from donations received. General housekeeping of shop floor to maintain Health and Safety.

Benefits:

- A chance to spend time in a magnificent country house and see 'behind the scenes'
- Expert guidance / advice from our Fundraising team
- An opportunity to contribute towards the fundraising strategy and secure the future for Wentworth Woodhouse
- Any personal protective equipment needed will be provided
- Travel expenses @ 45p per mile up to maximum of £9 per day

What the role requires: (relevant training will be given)

- Being aware of the action to take in the event of a fire / fire alarm
- Wearing your name badge and lanyard at all times
- Working alongside the fundraising team to support the department
- Working alongside other volunteers doing a similar role
- Providing your own drinks i.e. flask, water and lunch if needed, there are no food/drink facilities at the stables.
- Using our electronic till system – cash handling and credit card transactions
- Maintaining an excellent level of service to our visitors – remaining visible and accessible to visitors throughout the shift
- Interacting with visitors to form relationships

Person Specification:

- Friendly and approachable
- An interest in and a passion for the future of Wentworth Woodhouse
- High degree of integrity

- Computer literate
- Good organisational skills
- Reasonable level of fitness to work outdoors if needed
- Health and Safety aware
- Reliable, organised, and self-motivated
- Ideally a car user with relevant insurance for volunteering