

# Volunteering Opportunity – Lotherton Events Stewards

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## What is the Opportunity?

Throughout the year, several large scale events take place at Lotherton, near Aberford, which often require assistance from volunteers. Events include:

Date/s	Event
15 – 16 June	World War II Weekend
13 – 14 July	Celebrating the 1960s Weekend
1 August	Yorkshire Day
17 - 18 August	Vintage Weekend
7 – 8 September	Autumn Harvest Festival
26 October – 3 November	Spooky Scarecrow Trail
31 October	Halloween Fun Day
23 November – 23 December	Christmas Experience

We're building up a team of volunteer stewards who can be involved in one or more of these events on an ad-hoc basis.

As well as participation during the event these often involve setting up on a Thursday and clearing down on a Monday.

## What's in it for you?

- Become part of a friendly team
- Learn new skills – this may be around helping build and dress temporary structures, dealing with the general public, conducting surveys etc.
- Become involved with a wide variety of projects and events
- Meet people from all walks of life and make new friends
- A rare opportunity to be involved at Lotherton and a chance to see and gain experience with Leeds Museums & Galleries

## What's involved?

- Attending relevant training and induction
- The role may include some or all of the following:
  - Assisting in setting up rooms; stalls; tables; chairs and any other equipment required on the day – this will entail some lifting and carrying
  - Assisting in clearing up rooms; stalls; tables; chairs and other equipment used on the day - this will entail some lifting and carrying
  - Helping make props for events
  - Signposting visitors to the various attractions at the site on the day
  - Assisting staff with car parking
  - Assisting in providing information (maps, programmes, flyers) to visitors about any events taking place on the day
  - Checking invited guests in, on arrival at private functions
  - Assisting with customer satisfaction surveys/evaluation questionnaires
  - Assisting staff with craft activities
  - Assisting at the gates when there are film screenings
  - Some events may require you to dress up in period costume as part of the event
  - Assisting with envelope stuffing for mail outs (twice yearly) to schools and other mail outs for large events

The role will suit you if you are enthusiastic, reliable and trustworthy and have good spoken communication skills. You may be a creative and ideally you will enjoy working in a team and be keen to gain some experience being involved with members of the public. You should be able to work both with and without supervision when required.

You will need to have your own transport or be able to travel to Lotherton, which has no direct links to public transport. All volunteers should also be willing to abide by the Council's code of conduct. No qualifications are required as training, where necessary, will be given.

We welcome applications from all sections of the community and are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults.

## Key information

<b>Location:</b>	The Lotherton estate, near Aberford, east of Leeds
<b>Time commitment:</b>	Usually for a day at a time on an ad-hoc basis
<b>Day:</b>	Mainly weekends, however some weekdays may be required
<b>Duration:</b>	6 months trial with the possibility of it being extended
<b>Expenses:</b>	Out of pocket travel costs between home and your volunteering place will be paid up to the value of £6 per day
<b>Further info:</b>	<a href="mailto:michael.thaw@leeds.gov.uk">michael.thaw@leeds.gov.uk</a>

## How to apply

If you're interested, please download and complete the application form available from our website at <https://museumsandgalleries.leeds.gov.uk/volunteer/>. An application form can also be requested from our Volunteer Coordinator, Sarah Neville, on 0771 221 5849.