**Volunteer Role Description**

**Lauriston Castle Events Volunteer**

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| **Supervisors** | Tracy RobertsonSteward 0131 336 2060tracy.robertson@edinburgh.gov.uk |
| **Information**  | When you step inside Lauriston Castle, you see it just as it was in 1926, when it was left to the nation by the last private owner, Mrs Reid. The Castle and the collections it contains is one of Scotland’s greatest gifts. Collections include Italian Furniture, Sheffield Plate, Crossley Wool Mosaics and Blue John ornaments. The interiors of the house are the work of Mrs Reid's husband, Mr W R Reid, the owner of Morison & Co, a leading Edinburgh cabinet making business. The beautiful grounds were laid out by William Henry Playfair in the 1840s.  Much of the planting dates to this period. The award-winning Japanese Friendship garden, gifted by the prefecture of Kyoto, is a tranquil place to sit and dream. Lauriston Castle has a vibrant programme of public events including art sessions, family workshops and performances and special events. You can find out more about the programme by visiting [www.edinburghmuseums.org.uk](http://www.edinburghmuseums.org.uk) (go to the Lauriston Castle page then events), or visit the Facebook page at <https://www.facebook.com/lauristoncastleedinburgh/>We are looking to create a team of volunteers to help us deliver the event programme throughout the year.  |
| **Role Purpose** | To assist with events at Lauriston Castle.  |
| **Responsibilities** | * Welcoming the public to events
* Assisting with activities, e.g. arts and crafts
* Assisting with setting up events and tidying up after events
* Filling in visitor evaluations with the public, using a questionnaire
* Collecting donations
* Helping to ensure that visitors have an enjoyable experience
* Any other required responsibilities related to the role, as agreed between the volunteer and supervisors
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| **Knowledge, Skills & Experience** | * Interest in history and the heritage sector
* Interest and experience of arts and crafts
* Interest in the history of Edinburgh and Scotland
* Interest in event management
* Enthusiasm for engaging with the public, including families
* Good communication skills
* Able to work as part of a team
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| **Commitment** | Events take place on various days and times throughout the year. Volunteers will be asked to help at events throughout the year, usually 1 -2 per month. Volunteers will be informed about upcoming events and will agree on dates monthly in advance. |
| **Support & Training** | Volunteers will receive an induction on Lauriston Castle and the specific role within events. Further training will be provided if and when required.Staff will provide support and supervision and will meet regularly to discuss and evaluate the volunteer role. |
| **Expenses** | We can provide pre-paid bus tickets for journeys within Edinburgh.  |
| **Expectations** | * Be courteous to members of the public, volunteers and staff
* Commit to agreed dates and times
* Arrive at sessions and meetings on time
* Give reasonable notice if unable to attend
* Abide by Edinburgh Museums’ policies and codes of conduct
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| **Location** | Lauriston Castle, 2a Cramond Road South, Edinburgh, EH4 5QD |

*Updated: 30/01/24*