Learning Volunteers for the Family Activities, Easter 2016

Who we are:

Alexandra Palace is a north London landmark and grade II listed with English Heritage. It was built in 1873 as a leisure facility on a grand scale. During the First World War, the Park and Palace were used to house Belgian refugees and enemy aliens before becoming the home of the BBC between 1935 and 1981. The Alexandra Park and Palace Charitable Trust (APPCT) is a statutory charity set up by the London Borough of Haringey to run Alexandra Park and Palace. Alexandra Palace is located in a Conservation Area. The Park is on the English Heritage Register of Parks and Gardens.

Alexandra Palace has been successful in its Heritage Lottery Funding bid which will enable us to promote our heritage and widen public access to the most historically significant areas of the Park and Palace so it’s an exciting time to join the team.

Part of the plans will see our learning team deliver cross-curricular primary and secondary school workshops which both celebrate the Palace’s diverse heritage whilst enriching the national curriculum. Our programmes engage with audiences of different ages and abilities and celebrate the Park and Palace’s eclectic history through interactive and engaging workshops, art & craft activities and guided tours both in term time and in the school holidays.

Why we need your help:

We are looking for volunteers to help us run drop-in family activities during the Easter Holidays and to encourage families to explore all areas of the Park with the activities taking place in the Grove, and Meeson House Information Centre which will be used as a starting point for map reading and for art activities.

What we can offer you:

While volunteering is unpaid, there are a number of benefits our volunteers gain from their time with us:

- Gaining valuable work experience and new skills presenting learning and craft activities to children and their parents
- Contributing to the local community by helping in the work of APPCT
- Helping to keep the Park a part of our heritage for future generations

Essential information:

- Applicants are considered on their merits and regarded equally.
- We will induct and train you if necessary to carry out the role.
- We will apply for a Disclosure Barring Service check – having a criminal record isn’t a barrier to volunteering, this is simply to protect children/vulnerable people we work with.
We will cover travel expenses to a maximum daily limit of a Zone 1-6 off peak travel card (£12.10).
- Food vouchers of £5 will be provided to those who volunteer four hours or more on a given day and may be used in the Bar & Kitchen, Ice Café and the Lakeside Café.
- This role description is intended as an indicator of general areas of activity and will be amended with any changing needs of APPCT. It is expected that the volunteer will be flexible, using this document as a framework.

Next steps:

To apply, please provide:
- Your CV (if you have one)
- A completed Volunteer Expression of Interest Form
- A brief email/cover letter explaining why you are interested in this role and any relevant experience you have

Please email these documents, with the subject header **Learning Volunteer for the Family Activities, Easter 2016** to: [volunteer.co-ordinator@alexandrapalace.com](mailto:volunteer.co-ordinator@alexandrapalace.com)

Please note that we cannot accept incomplete applications.

Volunteers successfully recruited to the role are required to provide a reference from someone who has known you for at least 2 years in an educational, professional or supportive capacity. We are happy to discuss alternative references if required.
**Family Activities at Easter 2016 Learning Volunteer Description**

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<tr>
<th>Role Title</th>
<th>Families Activities Learning Volunteer</th>
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<tbody>
<tr>
<td>Location</td>
<td>Alexandra Park, Alexandra Way, Wood Green, London, N22 7AY</td>
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<td><strong>Suggested Tasks and Activities</strong></td>
<td>We are looking for enthusiastic volunteers to assist us with the following:</td>
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| **Orienteering Trail**               | • Welcoming & greeting families  
  • Encouraging people using the Park to take part  
  • Explaining the rules of the trail  
  • Providing maps to the families taking part  
  • Preparing & giving them certificates at the end of each session  
  • Advise about the location of toilets and other facilities  
  • Taking photographs to be used on our website and marketing materials  
  • Ensure that group guidelines are adhered to  
  • Assist with the setting up and clearing away of the activities  
  • Completing data sheet |
| **Craft activities**                  | • Preparing the room  
  • Welcoming & greeting families  
  • Encouraging people using the Park to take part  
  • Explaining the instructions of the activities and some background on the history of the Park  
  • At the end of the session ensuring all materials are collected and the room is tidy for the next session  
  • Completing data sheet |
| **Commitment**                        | The activities are being planned for the following days:  
  Tues 22 Mar  
  Wed 23 Mar  
  Thurs 24 Mar  
  Tues 29 Mar  
  Wed 30 Mar  
  Thurs 31 Mar  
  We are looking for volunteers to commit to as many or as few days as they are able to. You would need to be on-site from approx. 9.30am – 1.30pm. |
| **Works with**                        | Learning Officer, who will provide all training and orientation |
| **Skills and Experience**             | • Friendly, approachable and confident  
  • Experience of successfully working with people of all ages, |
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<th>backgrounds and abilities</th>
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<tr>
<td>• Interest in delivering educational activities</td>
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<td>• Good communication skills &amp; a good level of spoken English</td>
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<td>• Reliable with good time-keeping skills</td>
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<td>• Happy to work independently or as part of a team</td>
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<td>• Organised and takes initiative</td>
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<td>• Ability to adhere to APPCT Health and Safety policy at all times</td>
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| Closing date | Friday 4 March, 12noon. |