****

**Volunteer Role Description**

|  |  |
| --- | --- |
| **Type of role** | Exhibition volunteer |
| **Location** | King Richard III Visitor Centre, Leicester |
| **When** | The Visitor Centre is open from 10am – 4pm Sunday to Monday, and 10am – 5pm on Saturday. Volunteers typically do a full or half day shift, although timings are flexible.  A 30-minute break to be taken on each shift; rotas are compiled one month in advance; volunteers request which days they would like to work. Volunteers are required to do a minimum of one shift per month |
| **What's involved?** | Increasing your knowledge of the story of King Richard III – his early life, his death on the battlefield, his discovery under a Leicester car park, and his remarkable identification  Familiarising yourself with the layout of the Visitor Centre and exhibition content in order to assist and guide visitors  Bringing the story and exhibition to life for visitors of all ages, engaging with them and captivating them with the many twists and turns of the story  Follow our **Volunteer Agreement.** |
| **This role will suit you if you are...** | Enthusiastic about history and the story of Richard III  Keen to meet new people and bring their experience of the Visitor Centre to life  Able to be on your feet for long periods  Available at least once a month |
| **By getting involved you could…** | Become part of a friendly and dedicated team  Meet people from all walks of life, make new friends, and participate in social activities  Improve your communication skills  Enjoy new experiences and learning something new every day |
| **Contact** | [volunteers@kriii.com](mailto:volunteers@kriii.com) |

****

**Volunteer agreement:**

**We will:**

Provide a safe environment and adhere to Health & Safety standards

Provide an induction for each volunteer, and a buddy for your first few shifts

Treat you as part of our team

Provide you with free tea and coffee from the White Boar Café, and a discount in the shop and café after your first four shifts.

Share with you all the lovely comments we receive from visitors

Invite you to our Christmas party and other events and talks throughout the year.

**We ask you to:**

Abide by our Health & Safety and Safeguarding policies

Volunteer for at least one day a month

Share with us the feedback you receive from visitors, the good and the bad! But please don’t share confidential information about the Visitor Centre with anyone outside the organisation.

Follow our top tips for ‘Customer Care’ and ‘Children in the Visitor Centre’