



Volunteer Administration Assistant





STOWE HOUSE

Volunteering with Stowe House Preservation Trust

Volunteer Administration Assistant

Anticipated time contribution:	A day or half-day once a week
Expenses:	Reimbursement of out-of-pocket travel costs between home and volunteering location
Location:	Stowe House, Buckingham, MK18 5EH 01280 818002 (VSM)
Reports to:	Visitor Services Manager (VSM)

Volunteer Roles

All volunteer posts report to the Stowe House Preservation Trust Visitor Services Manager. Full training will be given for each of the posts but some experience in your chosen post would be an advantage.

The Role

The Volunteer Admin Assistant provides administrative help and clerical support in the day-to-day running of the whole property. This role is vital to the smooth running of the property and will improve the service we provide for the public, volunteers and staff.

Support

We value our Volunteers and actively encourage the development of skills. We will fully support you and give you information and encouragement so you can engage with our visitors and ensure they have a brilliant experience with us.

Personal Attributes

You will need to be a team player who likes getting involved and also be able to work alone when required. Ideally you will have a background or interest in secretarial and office work and good IT skills.



STOWE HOUSE

Volunteering with Stowe House Preservation Trust

Key Tasks

- Assisting with project work including interpretation and historical research
- Assisting with office procedures
- Liaising with staff around the site
- Work within Stowe House Preservation Trust's procedures
- Work in compliance with the Stowe House Preservation Trust's Health and Safety Policy at all times
- Undertake training as and when required



STOWE HOUSE

Volunteering with Stowe House Preservation Trust
