

# Volunteer Role Description

## Learning Volunteer

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### What is a Learning Volunteer?

As a Learning Volunteer you will play a key role in the delivery of activities and help bring the 18<sup>th</sup> century to life. You will work with the Learning Team to help children and families learn, have fun, and engage with the history of Cromford Mills, guiding them through workshops, activities or tours. Activities undertaken will depend upon your skills and interests. You might deliver school holiday activities, lead school children on a tour, or help with the organisation and delivery of craft activities. For school visits, you'll be working with group leaders to ensure that they have all the information required and that the sessions run smoothly for all involved.



### Why we want you

Volunteers are crucial to the successful delivery of Cromford Mills award-winning schools programme, and greatly enrich our school holiday offer for families, assisting in the provision of high-quality learning experience here at Cromford. As a friendly face with an enthusiasm for learning, you will make sure everyone feels welcome and run the planned schedule for their session or day, ensuring all the activities run smoothly and promote future visits.

### What might you be doing?

- We have four main types of Learning Volunteer roles (see below). You can choose to focus on one, or you can work across different areas. This might involve playing an 18<sup>th</sup> mill worker character, if you are comfortable. This can be discussed with your staff contact.
- All roles need a basic understanding of the mill's history, as well as a commitment to read and follow our policies on safeguarding, health and safety, site fire regulations and evacuation procedures. You will need to read and sign the Risk Assessment for groups led by Cromford Mills.
- You may be required to have a DBS check.
- Read and research relevant documents relating to your role so that you can deliver accurate, fact-based information.
- Liaise with group leaders and the Education Officer to check the plans for the day, welcoming groups and introducing the site.
- Take the group to their activities at the agreed times and deal with queries and issues as they arise.
- Help to ensure the safety and wellbeing of school groups.
- Help with research for future activities and characters and contribute to improving and developing our educational provision.

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## **1) Learning: School activity helpers**

- Support the Learning Team to deliver engaging, smooth-running visits for school groups
- Assist the Learning Team with the setting up and packing away of equipment and costumes (this can be done without working directly with children)
- Help lead activities for groups, such as carding, weaving or building a waterwheel out of Lego.
- This role can be done in costume if you wish, but it is not essential. If you want to wear a mill worker costume, there is then the opportunity to carry out some role-play as part of our 'Children of the Mills' visit. There is an option to play different roles in different workshops.
- Interact with children to bring your character to life and answering their questions.
- Be able to come in and out of character to deliver demonstrations and help to guide the groups through the workshop session.

## **2) Learning: School tours**

- Lead school classes (groups of up to 34 max.) around the mill and/or village on interactive guided tours, with plenty of questions and mini activities to keep young minds engaged
- Liaising with teachers on the day to ensure you adapt the tour to the needs of the class, and stick to required timings
- Liaise with the Learning Team to give feedback at the end of the day
- \*Please note, this role requires preliminary training as a tour guide, and we recommend you then continue to attend volunteer training and events, and/or conduct your own wider reading, to be able to answer children's questions (which are often wide-ranging!). Please refer to the role description for a Tour Guide.

## **3) Learning: Families**

- Work with the Learning team to prepare a programme of activities for the school holidays
- Resetting the activities in the Education Room and around the yard, and supporting families to engage with them
- Signpost families to other opportunities onsite – such as the Visitor Centre, Beyond the Mill Walls, or eating an ice cream from the café!
- Lead our interactive Time Traveller Tours for families
- Lead, or support, the delivery of family activities themed around Cromford Mills' heritage – such as pond dipping, Lego waterwheel-building, textile crafts, or storytelling

## **4) Learning: Digital**

- Act as 'camera person' for our virtual tours delivered live from site
- Assist with digital learning sessions for schools – such as presentations for secondary schools, or 'Ask the Millworker' character sessions for primary schools
- Create resources to help expand and improve our learning offer

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## You'll need to be:

- Committed to working with teachers, young people and families.
- Outgoing, friendly and welcoming, be patient, good-humoured and able to communicate at all levels and ages.
- Enthusiastic about History and Cromford Mills
- Organised, reliable and able to work with minimal supervision.
- Willing to take control when necessary and work to your own initiative.
- Able to stay calm in a variety of situations.
- No experience in drama is necessary, just an enthusiasm for history and an enjoyment for performing arts

## What will you get out of it?

- Be part of a friendly and dedicated team.
- An opportunity to learn more about Cromford Mills.
- Develop skills and use your imagination to help to create new activities and workshops for children and families to take part in.
- Inspiring families and school children about Cromford Mills and helping them to enjoy a fun and informative visit.
- The chance to express yourself in character and really bring history to life.
- Share your love of history with everyone.
- Social events.

## How much time will you need to give?

Learning activities happen all year round, during term time and school holidays. For school volunteers, the time commitment will predominantly be term time and will depend on the number of school bookings. Family volunteers will mostly be active during the Derbyshire and Nottinghamshire school holidays. The actual time commitment will be discussed with your staff contact. Once trained, you will be able to use 'SignUpGenius' to book slots when you can volunteer.

## For your information

<b>Location</b>	Cromford Mills
<b>Staff Contact</b>	Formal & Informal learning officers
<b>Training</b>	A full site induction will be given. Following that, specific training will be identified with your staff contact depending on the area you volunteer in. The program will be designed to give you the knowledge and skills needed to deliver the activities and tours of Cromford Mills, beginning with, working with other volunteers and the Learning Officers to agree procedures, with further workshops/training lead by the current team. Other training will be provided as needs are identified.

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**Expenses**

Out-of-pocket travel costs between home and volunteering place will be paid, and other reasonable expenses agreed in advance.  
Lunch vouchers are available for day volunteers for use in either of our cafes.

**About Cromford Mill**

At Cromford Mill Sir Richard Arkwright constructed the world's first successful water powered cotton spinning mill in 1771. These mills were the first phase in the development of the factory system and led to the Derwent Valley being described as "the cradle of the Industrial Revolution". In 2001 its historical importance was acknowledged when this part of the Derwent Valley became a UNESCO World Heritage Site.

Cromford Mills is a multi-purpose site with visitor attractions, including exhibitions and tours, alongside business tenants all contributing to the working nature of the site. The site is undergoing a long-term programme of restoration. There are a variety of shops and cafes along with a busy event and education programme.

**Background to the Arkwright Society**

The Arkwright Society is a registered charity (515526). The Society was created by a team of people who worked together to research the Mill site for the festival celebrating the bicentenary of Arkwright's arrival in Cromford in 1971. The Society emerged from this to manage the mills, watercourses and associated buildings and eventually purchased the site in 1979.

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