



## VOLUNTEER ROLE DESCRIPTION

<b>Role Title:</b>	Volunteer Education Assistant
<b>Responsible to:</b>	Education and Community Development Officer
<b>Where (Location):</b>	Coalhouse Fort, Princess Margaret Rd, Tilbury, Essex, RM18 8PB  Please note that busses do not run to this location on Sundays and bank holidays and the nearest train station is a half-hour walk.
<b>Time commitment:</b>	Up to 5 days per month. Flexible weekdays. Dates will be arranged in advance depending on bookings and events.
<b>Role description:</b>	<p>The Education Assistant will work with the Education Officer to deliver school trips at Coalhouse Fort. Educational sessions will be planned and organised by the Education Officer but the delivery of these sessions may require support, which could include teaching a group. Children will range between the ages of 4 – 16. Lessons will be based on History, Geography, Literacy, Maths and Science and linked to the curriculum.</p> <p>Plans and full brief will be given to the volunteer before the visit.</p> <p>There will also be opportunities to get involved in the informal educational activities at the Fort, including holiday activities and family events.</p>
<b>Main tasks:</b>	<ul style="list-style-type: none"><li>• Assist &amp; deliver curriculum based school trip programs at Coalhouse Fort.</li><li>• Assist and deliver informal activities for children. This will include holiday activities, children's groups and uniform groups.</li><li>• Assist and deliver informal activities for children during events at the Fort.</li><li>• Educational tours around the Fort and park may also be undertaken.</li><li>• Assist in setting up and clearing away after delivery</li></ul>
<b>Required skills, qualities and experience</b>	We are looking for a friendly & welcoming person who is comfortable working with children. You do not need to have any previous experience or knowledge although this would be ideal. You just need an interest in learning & an ability to work as a team but also be happy leading groups.
<b>Training and support available:</b>	In-house training is provided. You'll have the opportunity to observe groups being taught, teach parts of a program & when and if you're happy, deliver a whole program. There may be opportunities for some training & PPE. We will pay for any travel expenses.
<b>Any other Requirements</b>	<ul style="list-style-type: none"><li>• Will be required to have a DBS check (arranged and paid for).</li><li>• Will need to be comfortable working in an outdoor setting.</li></ul>



LOTTERY FUNDED



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