

EVALUATION ASSISTANT

Accountable to: Heritage Engagement Officer

Personal Qualities: Excellent communication skills
Confident in public speaking and talking to new people
Able to work on own initiative
Attention to detail and accuracy in recording data

Job Outline:

- ❖ To actively approach members of the public or Pilgrim Roots visitors, depending on the location, to complete surveys.
- ❖ To assist them in completing the survey.
- ❖ To record number of participants and number of declines during each survey session.
- ❖ To ensure completed surveys are appropriately stored in Bassetlaw Museum (or Gainsborough Old Hall).
- ❖ To enter the collected data onto the relevant computer system.
- ❖ To attend training sessions as necessary.
- ❖ To organise stationery resources for the surveys.
- ❖ To adhere to Bassetlaw District Council's and Pilgrim Roots partners' data protection policies at all times.
- ❖ To adhere to Bassetlaw District Council's and Pilgrim Roots partners' health and safety policies at all times.
- ❖ To be a friendly, polite representative of Pilgrim Roots.

TRAINING PROVIDED

- ❖ Safeguarding Policy and Procedure
- ❖ Data Protection and document storage
- ❖ How to undertake evaluation
- ❖ "Welcome Host"

EVENT ASSISTANT

Accountable to: Heritage Engagement Officer
Site manager

Personal Qualities: Flexible and willing to help with a broad range of tasks.
Able to work as part of a team or on own initiative
Good communication skills
Confident in public speaking and talking to new people

Job Outline:

- ❖ To help plan events.
- ❖ To help prepare materials and activities for events.
- ❖ To meet and greet members of the public.
- ❖ To help set up and take clear away event activities and areas.
- ❖ To look after a stall, lead a game or activity.
- ❖ To demonstrate a craft or activity after training has been given.
- ❖ To help with general logistics during an event.
- ❖ To help provide drinks and distribute refreshments to other volunteers and/or members of the public.
- ❖ To adhere to Bassetlaw District Council's and Pilgrim Roots partners health and safety policies at all times.
- ❖ To attend training as necessary.
- ❖ To be a friendly, polite representative of Pilgrim Roots.

TRAINING PROVIDED

- ❖ Safeguarding including lost child procedure.
- ❖ Emergency and Evacuation Procedure
- ❖ Manual Handling
- ❖ Awareness of food hygiene
- ❖ Craft specific to event.
- ❖ "Welcome Host"

Oral HISTORY ASSISTANT

Accountable to: Heritage Engagement Officer
Bassetlaw Museum Curator

Personal Qualities: Confident in public speaking and talking to new people
Able to work on own initiative
Able to communicate effectively with people from different backgrounds
Comfortable with using new technology
Meticulous and accurate
Discreet and sensitive

Key Responsibilities:

Conducting and recording oral history interviews.

Job Outline:

- ❖ To produce transcripts from previously recorded interviews.
- ❖ To conduct oral history interviews as and when necessary.
- ❖ To ensure the relevant paperwork is accurately filled in by the interviewee and filed at the museum.
- ❖ To transfer the recording onto the museum's computer and the council server.
- ❖ To edit the recordings as necessary.
- ❖ To post edited recordings on social media.
- ❖ To adhere to Data Protection laws at all times.
- ❖ To adhere to the legal and moral standards of Pilgrim Roots partners at all times.
- ❖ To adhere to Bassetlaw District Council's and Pilgrim Roots partners health and safety policies at all times.
- ❖ To attend training as necessary.
- ❖ To be a friendly, polite public ambassador of the Pilgrim Roots Project.

TRAINING PROVIDED

- ❖ File management
- ❖ Oral History recording techniques
- ❖ Using recording equipment
- ❖ Using Audacity editing software
- ❖ Moral and ethical issue around oral history recording
- ❖ Legal issues specific to oral history recording and data protection and copyright

EDUCATION ASSISTANT

Must be willing to undergo a DBS check

Accountable to: Heritage Engagement Officer
Education and Outreach Officer

Personal Qualities: Flexible and willing to help with a broad range of tasks.
Able to work as part of a team or on own initiative
Good communication skills
Confident in public speaking and talking to children and adults
Attention to detail and accuracy in recording data

Job Outline:

- ❖ To assist with logistics of a school visit to a site (where to put coats, where the loos/shop/next activity are).
- ❖ To lead an activity with a group of children as directed by the Heritage Engagement Officer.
- ❖ To prepare resources for school sessions.
- ❖ To set up and clear up school sessions.
- ❖ To assist in the distribution and collection of evaluation forms.
- ❖ To adhere to Bassetlaw District Council's and Pilgrim Roots partners health and safety policies at all times.
- ❖ To attend training as necessary.
- ❖ To be a friendly, polite public ambassador of the Pilgrim Roots Project.

TRAINING PROVIDED

- ❖ Safeguarding Policy and Procedure
- ❖ Photography and children.
- ❖ Full familiarisation with the site.
- ❖ Emergency procedures, particularly evacuation routes.
- ❖ Learning session specifics.

GALLERY INTERPRETER

Accountable to: Heritage Engagement Officer
Bassetlaw Museum Curator

Personal Qualities: Welcoming and friendly
Confident in public speaking and talking to new people
Excellent verbal communication skills
Able to communicate effectively with people from different backgrounds
Sensitive to the requirements of visitors
Keen interest in the Mayflower Pilgrims Story
Interest in local history in general

Job Outline:

- ❖ To make people feel welcome.
- ❖ To encourage visitors to use hands on materials provided.
- ❖ To report the loss or damage of handling material.
- ❖ To answer questions about other facilities in Retford and across the Pilgrim region in general.
- ❖ To answer basic questions about the Pilgrims and signpost to more detailed information.
- ❖ To give people space who do not want to interact with an interpretation assistant.
- ❖ To adhere to Bassetlaw District Council's and Pilgrim Roots partners health and safety policies at all times.
- ❖ To attend training as necessary.
- ❖ To be a friendly, polite public ambassador of the Pilgrim Roots Project.

OPTIONAL: To learn and demonstrate a 17th century craft.

To carry out interpretation in 17th century costume.

TRAINING PROVIDED

- ❖ Safeguarding Policy and Procedure
- ❖ Emergency evacuation
- ❖ "Welcome Host"
- ❖ The Pilgrims Roots story and its 17th century context. Pilgrims early experiences in America and introduction to the Wampanoag. Retford facilities and heritage.
- ❖ The Pilgrim Roots trail what to see and do.
- ❖ 17th century craft. E.g. embroidery, pen/ink making and writing

PIGRIM ROOTS SITE GUIDE/WALK GUIDE

Accountable to: Heritage Engagement Officer
Site Custodian

Personal Qualities: Excellent verbal communications skills
Confident in public speaking and talking to new people
Able to communicate effectively with people from different backgrounds
Able to work on own initiative
Sensitive to needs of visitors
Keen interest in the Mayflower Pilgrims Story
Interest in local history in general
Awareness of the importance of Health and Safety

Job Outline:

- ❖ To be responsible for the health and safety of those visiting a site or taking part in a guided walk.
- ❖ To brief people about the health and safety implications of the activity and their responsibilities.
- ❖ To be friendly, approachable but assertive.
- ❖ To learn accurate information relating to the Mayflower Pilgrims and the 17th century.*
- ❖ To keep knowledge current e.g. if new or corrected information becomes available.*
- ❖ To present information in an engaging and interesting manner.
- ❖ To be able to identify and mitigate against hazards in an outdoor environment or historic building.
- ❖ To adhere to Bassetlaw District Council's and Pilgrim Roots partners health and safety policies at all times.
- ❖ To attend training as necessary.
- ❖ To be a friendly, polite public ambassador of the Pilgrim Roots Project.
- ❖ *Information will be provided

TRAINING PROVIDED

- ❖ How to lead a guided walk
- ❖ Safeguarding Policy and Procedure
- ❖ Undertaking hazard identification and risk assessment with particular reference to historic buildings
- ❖ Voice projection and self-presentation (Talegate to train)
- ❖ The Pilgrims Roots story and its 17th century context and site specific

GARDEN ASSISTANT

Accountable to: Heritage Engagement Officer
Bassetlaw Museum Curator

Personal Qualities: Able to work as part of a team

Interest in the Mayflower Pilgrims Story

Interest in plant and garden history

Willing to work outside in normal English weather conditions!

Job Outline:

- ❖ To work in the museum garden's Dig for Victory/Pilgrim Patch.
- ❖ To undertake weeding, digging, watering and other general garden duties.
- ❖ To help maintain and grow plants relevant to Pilgrim history for the length of the years 2019 to 2021.
- ❖ To adhere to Bassetlaw District Council's and Pilgrim Roots partners health and safety policies at all times.
- ❖ To attend training as necessary.
- ❖ To be a friendly, polite public ambassador of the Pilgrim Roots Project.

TRAINING PROVIDED

- ❖ Safeguarding Policy and Procedure
- ❖ Health and Safety of themselves and members of the public.
- ❖ The Pilgrims Roots story and its 17th century context.
- ❖ Introduction to early 17th Century horticulture.
- ❖ Pilgrims early farming experiences in America and agricultural knowledge they were taught by the indigenous Wampanoag.

PLEASE NOTE: The main garden is worked by Bassetlaw District Council Parks and Open Spaces staff. The "Pilgrim Patch" is also used to display other themes of garden and agricultural history.

MASTER CRAFTS (*Skill*) PERSON

Accountable to: Heritage Engagement Officer
Bassetlaw Museum Curator

Personal Qualities: To be proficient and confident in a late 16th/early 17thC craft
Willing to demonstrate at public events
Willing to share knowledge and expertise
Able to communicate effectively with people from different backgrounds
Able to work as part of a team
Interest in the Mayflower Pilgrims Story

Job Outline:

- ❖ To demonstrate a relevant craft or skill at events, Bassetlaw Museum.
- ❖ To explain this in the context of the early 17thC.
- ❖ To be a friendly, polite public ambassador of the Pilgrim Roots Project.
- ❖ To consider teaching other volunteers.
- ❖ Where practical, to consider demonstrating at other venues.
- ❖ To adhere to Bassetlaw District Council's and Pilgrim Roots partners health and safety policies at all times.
- ❖ To attend training as necessary.

TRAINING PROVIDED

Safeguarding Policy and Procedure

Health and Safety of themselves and members of the public.

The Pilgrims Roots story and its 17th century context.

SPECIAL TRAINING

It may be that during the project an opportunity arises to deepen your expertise through training. Pilgrim Roots will consider financial assistance towards this.

APPRENTICE or JOURNEYMAN CRAFTS (Skill) Person

Accountable to: Heritage Engagement Officer

Bassetlaw Museum Curator

Personal Qualities:

- Willingness to learn or improve practical skills
- Willing to demonstrate at public events
- Willing to share knowledge and expertise
- Able to communicate effectively with people from different backgrounds
- Able to work as part of a team
- Interest in the Mayflower Pilgrims Story

Job Outline:

- ❖ To demonstrate a relevant craft or skill at events.
- ❖ To explain this in the context of the early 17thC.
- ❖ To be a friendly, polite public ambassador of the Pilgrim Roots Project.
- ❖ Where practical, to consider demonstrating at other venues.
- ❖ To adhere to Bassetlaw District Council's and Pilgrim Roots partners health and safety policies at all times.
- ❖ To attend training as necessary.

TRAINING PROVIDED

- ❖ Safeguarding Policy and Procedure
- ❖ Health and Safety of themselves and members of the public.
- ❖ The Pilgrims Roots story and its 17th century context.
- ❖ Training in a specific 17thC craft or skill.

NOTE Please be aware that the variety of skill on offer will be limited. Opportunities will also be affected by what other volunteers are able to offer.

STUDENT VOLUNTEER

Accountable to: Heritage Engagement Officer

Bassetlaw Museum Curator

Personal Qualities: Flexible and willing to help with a broad range of tasks.

Able to work as part of a team

Able to follow instructions

Ready to ask for help or explanation

Good communication skills

This is a flexible opportunity for you if you are seeking a work placement. Roles can be adapted to suit Year 11, "A" level, Undergraduate or Post-graduate students and researchers. Please contact the Heritage Engagement Officer to discuss potential work programmes in more detail. Post-graduates are also encouraged to contact Dr Anna Scott for potential research opportunities.

Job Outline:

- ❖ To help plan events, undertake evaluations or work on oral history.
- ❖ To help prepare materials and activities for special events.
- ❖ To meet and greet members of the public.
- ❖ To help set up and take clear away event activities and areas.
- ❖ To look after a stall, lead a game or activity.
- ❖ To demonstrate a craft or activity after training has been given.
- ❖ To help provide drinks and distribute refreshments to other volunteers and/or members of the public.
- ❖ To adhere to Bassetlaw District Council's and Pilgrim Roots partners health and safety policies at all times.
- ❖ To attend training as necessary.
- ❖ To be a friendly, polite representative of Pilgrim Roots.

TRAINING PROVIDED

This will be dependant of the tasks available at the time of the placement.