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## **Suffolk's Garden Story: a review of historic designed landscapes**

### **Job Description for Volunteer Support Officer**

**Salary** £27,500 pro rata

**Hours of Work** 14 hours/week (0.4 fte)

**Location** Home-based but with travel to various sites in Suffolk (reasonable travel expenses reimbursed)

**Annual Leave Entitlement:** 28 days per annum, pro rata, plus pro rata Bank and other public holidays

**Pension:** In keeping with the new government pension legislation, all employees are required to enroll into a work place pension. Legal & General manage the Garden Trust's pension contributions.

**Period of contract:** c.25<sup>th</sup> April 2022 until 30<sup>th</sup> November 2023.

### **Background to the Role**

The Gardens Trust is delighted to be running a research and recording capacity building project in Suffolk, called 'Suffolk's Garden Story: a review of historic designed landscapes'. The project is part of the Gardens Trust's 'Unforgettable Gardens' 2020-2023 celebration

<https://thegardenstrust.org/campaigns/unforgettable-gardens-saving-our-garden-heritage/>

which is made possible by Historic England funding and runs from April 2022-November 2023.

As part of the project, new volunteers from wide audiences will research and record Suffolk's non-designated designed landscapes; information will be added to the National Heritage List for England (NHLE) and/or the HER/OASIS and Local Heritage Lists; and Suffolk Gardens Trust and its volunteers will be strengthened. This will be an exemplar for other volunteer groups on how and why they can deliver similar projects.

### **Role**

This post is for a new Volunteer Support Officer to join our existing Volunteer Support Team. The fixed-term post is specifically to deliver the 'Suffolk's Garden Story' project, which runs until the end of November 2023.

The project VSO, backed by the GT's existing VSOs and Head of Operations and Strategy, will deliver research and recording training to 75-100 local volunteers, probably new to garden history, and support them as they carry out research and recording of non-designated historic designed landscapes.

## Tasks

1. To liaise with GT staff and Suffolk Gardens Trust as they set out the project and recruit volunteers from within SGT. VSO's input at this stage to be very light touch.
  2. Attendance at audience development session for CGTs, targeted at Suffolk GT to explain the outreach aims of the project, and delivered by GT's Audience Development and Engagement Officer.
  3. Helping GT staff and SGT to organise the project, including identifying training venues and suitable sites to be researched.
  4. Lead on promoting the project and recruiting volunteers, including leading an 'all-welcome' event in an historic landscape (run as online lecture if meeting in person not possible).
  5. Deliver 4-8 short-day workshops on behalf of the Gardens Trust, based on a pre-agreed format written by the GT. These are likely to include, but not limited to:
    - a. Introduction to garden history
    - b. Threats and conservation of historic parks and gardens (broad-brush)
    - c. How to research and record
    - d. Overview of where to deposit research, including HERs, OASIS, PGUK, National Heritage List for England, Enriching the List and Local Heritage Lists.
- VSO to also attend 'What is Listing' workshop, delivered by HE Listing Team.
6. Lead on supporting 15-30 volunteers as they carry out research and recording. VSO to organise and run monthly Zoom meetings as well as in person meet-ups every 6 weeks, at an interesting site.
  7. Deliver 5 Zoom workshops to volunteers (15-20 at each) on how to input research and recording into:
    - a. HERs/OASIS
    - b. PGUK
    - c. National Heritage List & Enriching the List
    - d. Local Heritage Lists
    - e. Accessible interpretation, e.g. leaflets, social media etc.
  8. Provide light-touch support for volunteers as they enter their research and recording onto these platforms.
  9. Work with GT staff to encourage SGT to plan how to retain the new volunteers.
  10. Lead on organising and delivering a celebratory event to share the project outcomes and thank volunteers.

11. As appropriate, throughout the life of the project, work with the GT's Communications Team to prepare materials suitable for media and social media coverage of the project and, as appropriate, engage with the media and GT social media.
12. Contribute to regular project monitoring reports and attend occasional online meetings with GT staff and the project funders (Historic England).
13. Lead on project wrap-up via end of project reporting and legacy planning.

<b>Person specification:</b>	
<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>TRAINING, EXPERIENCE AND QUALIFICATIONS</b>	
<ul style="list-style-type: none"> <li>• Experience of working or volunteering in the heritage or historic environment sector</li> <li>• Experience of working with volunteers</li> </ul>	<ul style="list-style-type: none"> <li>• Qualification in a related subject</li> <li>• Experience of working within small to medium not-for-profit organisations</li> <li>• Experience of event management</li> <li>• Driving license</li> </ul>
<b>KNOWLEDGE AND SKILLS</b>	
<ul style="list-style-type: none"> <li>• Ability to approach problems and possible solutions in a practical and creative way</li> <li>• Self-motivated, dynamic and organized</li> <li>• Happy to work outdoors in all weathers</li> <li>• Excellent IT skills, particularly in Powerpoint, Excel and Word</li> <li>• Experience of running online training sessions, using Zoom</li> </ul>	<ul style="list-style-type: none"> <li>• Broad knowledge of the history of designed landscapes in England, and conservation issues and priorities</li> <li>• Good knowledge of the historic environment sector and planning policy as they relate to historic designed landscapes</li> <li>• Understanding of the planning system and how to achieve the conservation of historic designed landscapes within this system</li> <li>• Experience of heritage research (including Suffolk archives or similar) and recording</li> <li>• Proven advocacy skills</li> <li>• Public speaking</li> <li>• Ability to use social media platforms</li> <li>• Confident at using and managing online resources, including websites</li> <li>• Ability to lead volunteers around a range of landscapes and terrains</li> </ul>
<b>INTERPERSONAL SKILLS</b>	
<ul style="list-style-type: none"> <li>• Willingness to work flexibly</li> <li>• Good oral and written communication skills, including presentation skills</li> <li>• Ability to communicate persuasively with a wide range of people</li> <li>• Ability to build good relationships with stakeholders, including GT, HE and existing volunteers in SGT</li> <li>• Ability to write clear and concise reports which accurately analyse the issues and provide firm recommendations</li> </ul>	<ul style="list-style-type: none"> <li>• Strong customer orientation</li> <li>• Ability to work to tight deadlines</li> <li>• Experience of managing the work of both self and others, including experience of working with volunteers</li> </ul>
<b>OTHER REQUIREMENTS</b>	
<ul style="list-style-type: none"> <li>• Must be based within easy daily commute of West and East Suffolk (avoiding overnight stays and excessive travel time/costs)</li> </ul>	

