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Please reply to:

Vacancy at the Gardens Trust

Volunteer Support Officer (part-time) for 'Suffolk's Garden Story' Project

- £27,500 pro rata
- 14 hours per week (0.4 fte)
- Home-based with travel in Suffolk
- Contract: c.6th June 2022 until 30th November 2023 (Historic England-funded)

The Gardens Trust is looking for a self-motivated individual to work with the Gardens Trust's existing Volunteer Support Team, to lead on delivering training for a new research and recording project in Suffolk. We are seeking a good communicator with experience of working or volunteering in the heritage or historic environment sector, and of working with volunteers.

The Gardens Trust is the only UK national charity dedicated to protecting and conserving our heritage of designed landscapes. We campaign for them, undertake research and conservation work, and encourage public appreciation and involvement. We are passionate about sharing our understanding and love of landscapes with the wider community, and are keen to get better at doing this.

We are delighted to have just been awarded a grant from Historic England for 'Suffolk's Garden Story', a 1.5-year project to recruit and train new volunteers from wide audiences to research and record Suffolk's non-designated designed landscapes; add information about them to appropriate databases; and to strengthen Suffolk Gardens Trust and its volunteers. The project is part of the Gardens Trust's 'Unforgettable Gardens' 2020-2023 celebration <https://thegardenstrust.org/campaigns/unforgettable-gardens-saving-our-garden-heritage/> and will be an exemplar for other volunteer groups on how and why they can deliver similar projects. The work will be based in Suffolk and we are looking for an officer to deliver the project on the ground, but with support and guidance from our experienced national team.

Work will include: recruiting 75-100 local volunteers, delivering research and recording training (based on a pre-agreed format written by the GT) to volunteers who are probably new to garden history; supporting 15-30 of them as they carry out research and recording of non-designated historic designed landscapes; and training and supporting the volunteers to input their research into national and local databases, including the National Heritage List for England, Historic Environment Records and Local Heritage Lists.

To apply please send a covering letter and your cv to tamsinmcmillan@thegardenstrust.org. The covering letter should be no more than 2 sides of A4, showing how your experience meets the requirements of the role.

The closing date for applications is midnight on 6th April 2022, interviews will be held by Zoom on 28th April 2022, with a follow-up Zoom discussion on 29th April or 3rd May.