



Volunteer Role Description

Title:	Room Steward
Department:	The House
Section Leader:	Heritage & Estate Manager

Aims and objectives of the role

The Shuttleworth House plays host to many inspiring and exciting events, but when it isn't being used for events, it is opened to the public for periods throughout the year to be enjoyed as part of the visitor attraction.

Volunteers help us to bring the House and its contents to life during these times, and to ensure that our visitors receive an enjoyable insight into the history of the Shuttleworth's at Old Warden, or take away some knowledge about its unique design features or grand rooms.

What will I be doing?

- Meet and greet visitors into the House
- Steward the House/Room and maintain an enjoyable flow for visitors around the self-guided route.
- Encourage visitors to explore what the House has to offer
- When appropriate, engage visitors into particular talking points or facts about the room
- Adhere to any guidelines or safety information to protect the House and its artefacts

How much time will I be expected to give?

The House is open at air shows and other events throughout the year (usually 10-15 days), and during set times as part of the visitor attraction which are agreed around booked events.

Our upcoming opening dates are:

October 24th – 31st 2021

December 27th – 31st 2021

February half term 2022.

We would welcome further discussion around your availability and any commitment that you can give us during these dates.

Where will I be based?

Shuttleworth House, Old Warden Park, Near Biggleswade, SG18 9EA.

What skills, qualities and experience do I need?

We are keen to involve people in this opportunity who:

- Are excellent communicators and enjoy meeting new people
- Are able to engage with a range of audiences, to include

- Are able and keen to learn about history and heritage and to help others learn about history and heritage
- Are creative and full of enthusiasm

What will I gain from volunteering?

- Meet likeminded people
- Engage with members of the public & grow confidence
- Grow subject knowledge
- Receive on site discounts
- Attend annual social events
- Receive training and attend excursions to other heritage attractions
- A further suite of benefits are available when joining our friends groups alongside volunteering.