



## Organisation and Volunteering Opportunity Registration Form

### Organisation Name

Hands on Heritage CIO

### Aims & Objectives of Organisation

The objectives of Hands on Heritage are:

1) To advance the education of the public, in particular that of children and young people resident in and/or attending educational establishments in Suffolk, Norfolk and Essex in the Pre-Roman, Roman and Saxon periods by the following means:

(a) through reconstruction and practical ('hands-on') educational workshops, linked closely to the requirements of the National Curriculum;

(b) through practical experiences enabling children and young adults to learn about aspects of their heritage, in particular the challenges of how people overcame the challenges of living together in communities, with a view to developing their capabilities so that they may grow to full maturity as individuals and members of society.

2) To advance children and young people (particularly those resident in and/or attending educational establishments in Suffolk, Norfolk and Essex) in life by providing practical activities and opportunities for skills development, in particular in an outdoor, woodland environment, designed to develop their sense of responsibility and capabilities to enable them to participate in society as mature and responsible individuals.

### Organisation Address

Hands on Heritage CIO, Heron Cottage, Blacklands Lane, Sudbourne, Woodbridge, Suffolk IP12 2AX

### Opportunity Title

*Please provide a short and appealing title for this opportunity*

Hands on Heritage Site Volunteer

### Opportunity Point of Contact Details (inc. name, email and phone as well as address and postcode)

[libby@meatipswich.co.uk](mailto:libby@meatipswich.co.uk) or 07827574100 (office hours)

Hands on Heritage Recruitment

C/O Libby Mower, Meat Ipswich, 203 Rosehill Road, Ipswich IP3 8HF

Tel: 01473 270757

**Volunteer Commitment** (Please specify below the commitment needed from the volunteer. Is it a regular activity? When and where does it normally occur? Or perhaps, is it a one off event?)

Our work is mainly carried out in a woodland site near Snape, and Hands on Heritage operates all year round. We are most active in the summer when school visits and family days are organised. We ask for a commitment of at least 12 school visit days on site during the spring and summer months plus time on site to help with maintenance and building projects during the winter months. This minimum commitment will ensure that volunteers are properly engaged with the programme and its objectives and can maintain their training and skills.

### Description of the Opportunity

Hands on Heritage is a charity working closely with Suffolk Archaeology's Outreach Service. We have recreated a group of Romano-British/Celtic buildings on a small woodland site near Snape and use the settlement to provide groups of school children with exciting, educational and challenging day or overnight visits, linked closely to work they will be doing at school. The site is run almost entirely by volunteers guided by a site manager. Many of our volunteers have experience or skills in teaching, archaeology or historical crafts. Others have arrived with few skills but through training and mentoring have become skilled in leading workshops. There are about 30 active volunteers at present, and we are looking to recruit more to maintain and expand the services we can offer.

Our group is friendly and supportive with members coming from a wide variety of backgrounds. Most importantly they enjoy what they do and are keen to see the site develop. We hope you will feel same once you get involved.

As one of our volunteers said, 'This site has changed the way I see the world'

Volunteers will need to be able to devote week days to supporting the site and helping run school visits. They will be offered a wide range of opportunities to develop or extend their current skills and knowledge, whether practical or administrative. The charity is keen to make sure that volunteers develop a range of skills and have a good incentive to stay with the project in the long term.

Typical workshops for visits would be green woodworking, thatching, daubing, fire lighting, whittling, spinning and weaving, willow- work, pottery, prehistoric technology, casting and smithing. We are in great need of volunteers to help in our kitchen, preparing prehistoric and Roman meals using authentic cooking techniques. We have recently taken over the management of a redundant hazel coppice and mixed woodland area that we are bringing back into production to provide materials for the site.

Over the next few years we will be reconstructing a Saxon cellared town house based on excavations from Ipswich. This will be the first reconstruction of this type in the country.

**Person Specification (Skills, Experience, Qualifications & Personal Attributes)** Please provide us with details of any skills or qualifications that volunteers may need to participate in this opportunity. **This statement may appear on [www.do-it.org.uk](http://www.do-it.org.uk)**

An interest in heritage and archaeology  
Experience working with young people desirable though not essential.  
The ability to work as part of a team.  
Patience and understanding.  
Adaptability  
Reliability  
Creativity and imagination  
An interest in crafts and ancient technology

## Additional Criteria

We would be grateful if you could answer the following, providing any extra information that you think might be useful.

	Yes	No	Comments
Are there any age/gender restrictions?	X		Volunteers must be over 18
Do your premises have disabled access?	X		Note however that this is a woodland site.
Do you have an equal opportunities policy?	X		
Do you pay volunteer expenses?	X		Discretionary travel for journeys over 10 miles
Does your policy include volunteers?	X		
Are you able to provide support to those with extra needs?	X		Please see the note below.
Do you consider volunteers who are... Ex offenders?	X		
Current offenders?	X		In all these cases we are keen to see how we can support volunteers, but we are a small organization working in an open woodland site with groups of school children, and have limited specialized or professional resources. We will however always consider and welcome applications from members of all these groups.
Asylum seekers?	X		
People with English as a 2 <sup>nd</sup> language?	X		
People with Learning Disabilities?	X		
People with/in recovery from Mental Health Issues?	X		
People with/in recovery from Substance Misuse?	X		

## Recruitment & Induction

Please describe any induction or training that maybe available to volunteers

	Yes	No	Comments
Application Form	X		
DBS (previously known as CRB)	X		Enhanced
Informal Discussion	X		We prefer to combine these in an on-site visit in the first instance.
Interview	X		
References		X	
Trial Period		X	
Mandatory Training		X	Food hygiene, basic site safety. Some volunteers will be offered first aid training.
Other			

## Training

Our annual training programme is usually drawn up after discussion at the Annual General meeting in November each year. Volunteers are encouraged to suggest specific areas where training will enhance the variety or depth of experience we offer school visitors, and an annual training budget is set aside for this as well as for food hygiene, site safety and specialist training (eg chain-saw work, first aid). New volunteers would be expected to shadow experienced staff until they have the skills and confidence to work alone.

We normally post volunteering opportunities to the National Volunteer Database which appears on the Internet at the do-it website. This would make details of this opportunity available to thousands of potential volunteers. If you do not want this opportunity included on the NVD please tick the box. Your information is important to us, you can request a copy of our Data Protection Policy.

We do not want this opportunity included on the National Volunteering Database.

Signed:	Date:
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Name: Megan Wisdom	
Organisation: Hands on Heritage CIO	

Email: [mail@halesworthvc.fsnet.co.uk](mailto:mail@halesworthvc.fsnet.co.uk)

Website: [www.halesworthvc.co.uk](http://www.halesworthvc.co.uk)