



Hill Close Gardens

Volunteer Role Description

Centre Administration Volunteer

Who is a Centre Administration Volunteer?

A centre administration volunteer helps in any of the following areas: admissions and meeting and greeting of the public, marketing and publicity, managing the website and social media, fund-raising, finance and garden tours

What's in it for you?

- Using your skills in any of the above areas for the benefit of the gardens
- Becoming part of a friendly and dedicated team working in a caring work environment
- Working in beautiful and unique gardens

What's involved?

- Flexible commitment
- Working in a sustainable building, helping with H&S and general admin.
- Providing a welcoming and friendly atmosphere for visitors
- Contributing to general events such as Apple Day and Spirit of Christmas

The Role will suit people who

- Have skills or would like to develop skills in any of the above areas
- Have variable amounts of spare time
- Enjoy working in beautiful and historic surroundings

Time commitment: Please contact us to discuss what time you can offer.

Contact: Centre Manager Richard Hayward

Training: Initial structured induction programme

Note: No expenses can be paid

Centre Manager: Richard Hayward Tel 01926 493339 centremanager@hcgt.org.uk