# **Volunteer at Underfall Yard: Visitor Centre Volunteer (occasional)**

Underfall Yard was built in the 1880s as a purpose-built docks maintenance facility. The Hydraulic Power House was completed in 1887 and powered a network of locks, cranes, swing bridges and much more. The 1907 hydraulic pumps were decommissioned in 2010 and the building was opened to the public in 2016 as a Visitor Centre and Cafe.

Underfall Yard is not a museum. It is a working environment with maritime business, an operational slipway, the Docks Engineer and Harbour Master’s teams all contributing to the working nature of the site. We provide education activities for many audiences, including: schools, youth engagement charities, adult learning groups and community groups.

**Purpose of Role**

* Provide a friendly and welcoming presence at Underfall Yard Visitor Centre.
* Actively encourage members of the public to visit and enjoy the centre.
* Support visitors to explore the interactive exhibits and take their questions.
* Share information with visitors about the yard and any upcoming events or opportunities.
* Encourage visitors to share their own memories, stories and feelings about Underfall Yard.
* Oversee the health and safety of visitors through familiarity with the risks posed by being a working boatyard and encouraging safe behaviour onsite.

**Anticipated Time Contribution**

Ideally, we would like Occasional Visitor Centre volunteers to sign up (using our online rota) to two sessions per month. Shifts are available Tuesday-Sunday at the following times:

* 10am-1pm
* 11am-2pm
* 1pm-4pm

If you would like to offer the same session each week, you may like to consider our Regular Visitor Centre Volunteer positions.

**Main Activities or Duties**

Actively encourage visitors to enjoy the centre by demonstrating how interactives work, answering questions, and sharing information about Underfall Yard

Carry out actions to ensure the safety of visitors (i.e. closing gates and putting out barriers when the slip is being operated, ensure visitors stay behind safety barriers when machinery is in operation)

Keep up to date by reading briefings and information regarding the boat yard business, upcoming events and activities to share with visitors.

Invite visitors to share their memories and stories about Underfall Yard

Keep a record of the number of people who visit and offer timely feedback to Underfall Yard Trust staff about any comments from visitors or H&S issues.

**What we are looking for**

Enthusiasm for relevant subjects (Bristol, history, buildings, engineering, maritime industries, working with the public etc.)

Reliable and a good team member

Friendly and approachable manner suitable to a visitor facing role

Good record keeping skills

**Training**

An induction will be given to the yard, including an overview of procedures and health and safety.

Training on maintenance support for the Visitor Centre

Ongoing support from the Community Learning and Volunteer Manager

**Benefits**

Meet new people and get involved in the yard community

Mileage allowance or travel expenses within agreed guidelines

Free drink at the Underfall Café for each shift and 10% discount on meals

Valuable experience insight for working in the museums/heritage sector

**Notes**

Visitor Centre Volunteers must be at least 18 years of age.

**Are you interested?**

Please complete a volunteer registration form and return it to Flex Toomey (Community, Learning and Volunteer Manager) to express your interest in volunteering on this project. An informal interview will be arranged.

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