



Volunteer Co-ordinator Assistant

About Castle Bromwich Hall Gardens

Our Charitable Trust looks after an amazing historic garden on the edge of Birmingham. We have 10 acres of green in the middle of an industrialised landscape. We are run mainly by volunteers; we garden, we run over 20 public events, 40 family friendly days, have a thriving schools programme and run a small café and shop. We encourage people to find peace as well as activity here. We try to run a quality visitor attraction for everyone and try to have a positive effect on our local environment and culture #wegrowtogether.

What do our Volunteer Co-ordination Volunteers contribute?

Volunteers are an essential and valued part of the Gardens, supporting our work across all our activities in gardening, to guiding, in administration, finance and education. By supporting our Office and Volunteer Manager you would be helping to recruit new volunteers, creating the rota and providing essential support and training for all our volunteers.

Why volunteer for us?

The Gardens have been here for 350 years. We've only been looking after them for 30 odd years. You can be part of ensuring this beautiful place can be open for people to share for a lot longer. Enjoy using your own knowledge and skills to support others engaged in the same cause, or use your time with us as a stepping stone into work or college.

What's in it for you?

- Becoming part of a friendly and dedicated team
- Meeting people from all walks of life
- Developing your skills and gaining valuable experience
- Knowing that you are helping to support our work

What's involved?

This role will suit people who:

- Have are cheerful, outgoing and confident 'people person'
- Have a positive, organised and flexible approach to work
- Have some experience with IT, particularly in using word processing
- May have experience in producing posters, fliers and newsletters
- Are happy and confident in working independently

What do we offer our volunteers?

- Full induction to the Gardens
- Appropriate support and supervision
- Relevant training
- Flexible hours and commitment
- Free tea, coffee and discount at our cafe
- Job references

For more information you can;

Ring us on 0121 749 4100 for an informal chat

Come along to our monthly 'taster days' (see the website for dates)

Fill in our online volunteering interest form: here

<http://castlebromwichhallgardens.org.uk/helping-us-out/>