



Volunteer Role Description

Kearsney Parks Events Volunteer Roles

About Kearsney Parks

Kearsney Abbey and Russell Gardens are the most popular, historic parks in Dover. They are located 2.5 miles north west of Dover town centre in the Alkham Valley, next to the Kent Downs Area of Outstanding Natural Beauty. Both parks are carefully designed landscapes. Thousands of tonnes of earth were moved, and trees planted to create the slopes, woods, water courses and lakes.

The River Dour, a spring-fed chalk stream, flows through the parks. Combined with ornamental lakes, this gives the parks a picturesque landscape style. The origins of both parks can be traced back to grand country houses and estates built for prominent local industrialists in the early 19th and 20th centuries.

Outline of the roles

Volunteer roles

Kearsney Parks arranges several events throughout the year and these roles are all about helping the parks deliver high quality and enjoyable events. In order to make these events a success we need volunteers in the following areas. Support and co-ordination of events will be directed by the Parks Development Officer.

Events volunteers

- setting up and clearing up after events, ensuring the park is returned to its pre-event condition
- working with the team on event days to ensure the smooth running of the event
- photography: taking photos at events and obtaining permission forms
- helping with advertising events; distributing posters and leaflets etc
- selling refreshments



Stewards and Marshalls

- providing a welcoming presence for visitors to Kearsney Parks
- providing high quality, friendly and informative engagement with visitors
- supporting visitors as they take part in events
- taking questions from visitors and answering as appropriate, or directing them to the appropriate source of information
- helping to guide our visitors around the parks
- providing assistance, if needed, to visitors with specific access requirements
- reporting any incidents to the event organiser

School Events volunteer

- helping to facilitate craft, storytelling and other hands-on activities
- setting up and clearing up after events, ensuring the park is returned to its pre-event condition
- photography: taking photos at events and obtaining permission forms

We are not expecting you to do every day of every event, although as much time as you can give is very much appreciated. An email will be sent to all volunteers confirming our events with dates and times. All we ask is that if you volunteer to help with an event, please be punctual or advise in advance if you are unable to attend.

Skills and experience required

- flexibility to carry out a variety of tasks which may be physically demanding at times, it may mean spending long periods outdoors in all weathers
- enthusiastic about Kearsney Parks and helping out at events
- ability to be on your feet for long periods of time
- being a friendly and welcoming face to the visitors of our parks
- excellent communication skills with a friendly and approachable demeanour
- reliable in attendance and dependable

Time

Flexible time commitment. Volunteers will be contacted as and when there are events in Kearsney Parks.

The benefits of the role

This role will give you the opportunity to:

- meet new people and make new friends and dedicate yourself to a rewarding role
- develop new skills and take on new challenges
- help Kearsney Parks run more smoothly and make a difference to the local environment





What Kearsney Parks will provide

In return for your valuable help we aim to ensure that volunteering for Kearsney Parks is a fulfilling and worthwhile experience. We will provide:

- induction and training with ongoing support
- refreshments
- further training where applicable

Kearsney Parks is open to volunteers from all backgrounds. Anyone who would like to get involved is welcome to apply.

Disclosure and Barring Service (DBS)

Volunteers who will be directly and significantly involved with children or vulnerable adults will have to undergo a DBS check.

How to apply

If you are interested in becoming a volunteer, contact kearsney.parks@dover.gov.uk, requesting a volunteer registration form. The completed form can be returned to the same email address. Or, you can write to Kearsney Parks, Dover District Council, Dover, Kent CT16 3PJ.

What happens after your application?

An informal chat with the appropriate person will then be arranged. At this point all general information about the organisation and specifically about the volunteer post will be provided.

This role description provides a summary of the volunteer role. However, it is not a legally binding document.

