

Administration

Over the course of a year Volunteers are called on as and when needed to assist with administrative duties ranging from 'stuffing envelopes' for a variety of mail shots to Christmas present wrapping in preparation for the festive season.

The role of an administration volunteer

- To carry out tasks as set out relating to a particular activity.
- Work closely with others to ensure a smooth operation of an activity.
- When on duty you should contact a member of The Garden Staff or Duty Manager regarding any Health and Safety issues, accidents, non-operation of facilities or any another matters.

Points of contact

All administration activities are organised by the office team who are based in the Gardener's Cottage and volunteers are advised via email/post when assistance is required for a particular activity.

Your commitment to The Alnwick Garden

- All volunteers are expected to commit to 48 hours per annum (an average of 4 hours per month).
- As requests for administration are on an ad hoc basis it may be necessary to participate in other volunteer activities to contribute towards your annual hours.

General

- On arrival at The Alnwick Garden you must sign in at the time you start your volunteering session, likewise you must sign out at the end of each working session.
- An Alnwick Garden lanyard with an identity badge will be provided, this must be worn at all times when on duty.

Training

- Once your application has been accepted you will join us on a three month probationary period, during this time you will be provided with training working alongside one of our regular volunteers.

Benefits

- After your three months probationary period, you will be offered a range of benefits, details of which will be provided at a later date.