

National Trust Stackpole

Volunteer Role Description: Events & Marketing Assistant

Host project

The National Trust is a national charity focussed on conservation of buildings and landscapes. It aims to preserve spaces, to protect wildlife and heritage. They look after coastline, forests, woods, fens, beaches, farmland, moorland, islands, archaeological remains, nature reserves, villages, historic houses, gardens, mills and pubs. The National Trust restores them, protects them and opens them up to everyone. They believe conservation has always gone hand-in-hand with public access and welcome visitors to come and explore.

The National Trust Stackpole is a 800ha estate with large freshwater lakes, 2 beaches and a section of the Pembrokeshire Coastal Path. They manage the landscape in its diversity, run a schools education programme offering the John Muir environmental award alongside outdoor activities and have holiday cottages and bunkhouses for letting.

Stackpole itself is both a listed designed landscape and an internationally important nature reserve. The natural surroundings of Stackpole are wonderfully wide and varied including mature woodlands, dramatic cliffs, dune systems, freshwater lakes, and formal gardens. That means a great choice of outdoor activities is possible, from coastering and kayaking to geocaching and bushcraft, fishing and surf camps to hiking and environmental study.

Stackpole runs an award winning Outdoor Learning Centre, which is located near the actual Stackpole estate. The recently upgraded residential centre with theatre, meeting and classroom facilities can accommodate up to 140 guests and participants.

Volunteer role

Stackpole is looking for 1 volunteer to help support the events, business development & marketing team.

They will be fully integrated in the friendly and dedicated team and help promote the Stackpole Estate site by identifying new marketing opportunities alongside experienced staff members.

They will help with planning, marketing, set-up and delivery of a wide variety of events across the Estate and off site e.g. trade shows & exhibitions. This will often involve weekend activity. We have a few large events in 2020 including the 125th anniversary of the National Trust.

What's in it for you?

- Gain skills in marketing, communications and event planning at a busy National Trust property
- Working with a multi-disciplinary and diverse team
- Learn a variety of different technical systems e.g. marketing systems, booking and events systems etc.

- An opportunity to work in an inspiring location in Pembrokeshire, and living with other volunteers on site.
- An opportunity to explore interests in other elements of the Trust's work that may fall outside of the scope of this internship
- An opportunity to develop skills that will be of value to you through your career development

What's involved?

- Take responsibility for events programme & life cycle of events from target audience to post event evaluation
- Promote NT Stackpole on other forms of online media such as events listings - alongside the Pembrokeshire Marketing Manager
- Internet research for new customers & opportunities
- Working alongside the business support team
- Giving any other appropriate assistance in relation to the project/role as may be reasonably requested
- In addition, all employees are expected to work within the terms of their contract of employment and adhere to Trust policies and the Required Ways of Working.
- Becoming familiar with and then following the National Trust's Health and Safety Policy at all times

Practical conditions

The volunteers will live together in a shared accommodation on site. Stackpole has 2 volunteer accommodation cottages based on the estate and no more than 500m from the main office. The ESC volunteer will live together in shared accommodation and depending on the number of volunteers present, there may be single gender shared rooms on occasion but generally each will have their own separate bedroom but will share a kitchen, bathroom and communal reception room.

Each month the volunteers will receive their pocket money and food allowance directly into their bank accounts (they will be supported to set up UK accounts).

Alongside that, all ESC volunteers will be enrolled in the group insurance plan for ESC.

Things you should know (Important!)

This project is located in a beautiful area of Wales but it is very remote and isolated. Please consider how you would be feeling living in a remote place, far away from cities or towns and no public transport before applying for this project.

Application Process

Whilst Stackpole is the actual host of this project, UNA Exchange is the coordinating organisation and administering the whole ESC project. Hence, you will apply for this project with Stackpole through UNA Exchange.

Please read carefully through the description, consider to go online as well to find more information about Stackpole (<https://www.nationaltrust.org.uk/stackpole>). The project will run from 1st February – 31st October 2020. Please make sure you are available to dedicate this time period to volunteering in Wales.

To apply for this project please complete the UNA Exchange application form and send it together with a copy of your CV and a motivation letter to evscoordinator@unaexchange.org (please copy your sending organisation into the email). Application deadline is the **30th November 2019.**

Please use the following in your email subject: "your name" :: Stackpole

EUROPEAN SOLIDARITY CORPS

Application form

UNA Exchange Programmes Manager – Vicky Court

Temple of Peace, Cathays Park, Cardiff CF10 3AP, Wales UK

Tel: 00 44 29 2022 3088 E-mail: evscoordinator@unaexchange.org

Your Sending Organisation:

Phone:

Fax:

Email:

Address:

Contact Person:

PROJECT TITLE: Stackpole National Trust -Events and Marketing Assistant Role

Please answer all questions, giving as much information as possible; it will really help in your application

First name/s:

Male Female

Family name/s:

Date of Birth:

Current Address

Street and number:

Postcode:

City:

Country:

Tel:

Mobile:

E-mail:

Skype:

When is the best time to telephone you?

Emergency contact details in home country (Name, Relationship to you, Email Address and Telephone number):

Do you have additional needs that would need to be taken into account: dietary needs, problems of mobility, health care? (Please be as honest as possible so that we are able to support you properly whilst on your project and match you to a project that best suits you)

GENERAL INFORMATION

What are you doing at the moment? Are you working, studying, volunteering or unemployed?

Please tell us about your past work or studies: subjects, training, jobs:

Please tell us about any volunteering you have done:

What do you like to do in your free time?

Please summarise any travel experiences:

Please summarise what experience you have of living away from home/ by yourself:

Which languages do you speak and how well?:

Native/fluent:

Good:

Medium-Good:

Basic:

PROJECT INFORMATION

Please describe your motivation for participating in European Voluntary Service.

What are your expectations, what do you hope to gain from it and what does being an ESC volunteer mean to you?

What kind of challenges/difficulties do you think you will face on this ESC project in Wales?

Describe how you think you will react to being in a foreign country and with a different culture for 11 months.

How would you react to living in a shared house where another housemate is very messy/ untidy?

How would you feel about being based in a very remote and isolated area of Wales with very little public transport links?

Why are you interested in **this particular project**?

What relevant experiences or skills do you think that you can 'confidently' contribute and what do you think the host is expecting from you?

Describe your experience of marketing and business development?

What would you like to learn whilst you are here? Which skills/ knowledge would you like to develop?

Is there anything else you would like to add?

Please be aware that if you are accepted you will be required to present a Certificate of Good Conduct from your host country (your sending organisation will know about this). You will then have to undertake a British criminal records check. Are you happy with this?

Y / N

Declaration

'I declare that all of the information on this application form is honest and truthful to ability, experience and support needs and has been completed by the volunteer named on this application' please tick here to show you understand and accept the above declaration.

Thank you for completing this application form – please email or send it to the details given at the top of the form and we will respond to you as soon as we have made a decision.

Vicky Court – Programmes Manager UNA Exchange