



## **Volunteer role: St Martin at Palace front of house volunteer.**

### **About NHCT:**

Norwich Historic Churches Trust (NHCT) is a registered charity which cares for and find new uses for medieval churches in Norwich which are no longer used for religious worship. We currently look after 18 buildings in the city, now used for a variety of activities including theatres, antiques centres, arts venues and places of work.

The Trust is based in the medieval church of St Martin at Palace (NR3 1RW, opposite the Wig and Pen pub) which is used as a visitor centre and events space. Here, visitors can get information about Norwich's medieval churches and explore the historic building including: remains of Anglo-Saxon architecture, Victorian stained glass, monuments and, the impressive tomb to Lady Elizabeth Calthorpe dating from 1578.

The church is open to visitors on Tuesdays and Thursdays 10am-4pm.

### **About the role:**

We hope to recruit 4-5 new volunteers to join our existing cohort and provide front of house support, primarily based at St Martin at Palace. Responsibilities include:

- Welcoming visitors and providing basic information about the history of the church and the work of NHCT
- Recording visitor numbers
- Assisting in running events, such as setting up seating, serving refreshments and selling tickets
- Encouraging visitors to make donations and take away information
- Selling books or postcards.
- Ensuring the visitor centre is clean and tidy

There will also be opportunities to get involved in other aspects of NHCT's work, such as: opening other churches to visitors, gardening in the churchyard and, assisting with the conservation of buildings and monuments.

### **Personal requirements:**

We are looking for volunteers who can demonstrate that they have:

- A friendly manner and good communications skills
- An interest in medieval buildings or church architecture

- An interest in the work of NHCT
- The ability to follow instructions including health and safety policies
- Someone who is enthusiastic, reliable and punctual

**Commitment:**

Volunteers are asked to sign up to cover a morning (10am-1pm) or afternoon shift (1pm-4pm) on a Tuesday or Thursday. We are happy for you to sign up to as many shifts as suits your availability.

**In return, we will offer:**

- An opportunity to develop skills in customer service and communication
- An opportunity to learn about the history and architecture of Norwich and contribute to the protection of its historic buildings
- An opportunity to meet new people and attend various social events put on by NHCT
- Discounted rates for NHCT-run courses

**How to apply:**

Please send through your contact details and a short statement outlining your suitability for the post (up to 500 words) to:

[rachel.kidd@norwich-churches.org](mailto:rachel.kidd@norwich-churches.org) or The Norwich Historic Churches Trust, St Martin at Palace, 15 St Martin at Palace Plain, Norwich, NR3 1RW. Please include the contact details of at least one person who can provide a character reference (this can be someone you know personally, though work, volunteering or education).

**Further Information:**

If you have any questions, please contact: [rachel.kidd@norwich-churches.org](mailto:rachel.kidd@norwich-churches.org) or phone 01603 611530.

You can read more about the Trust on our website: [www.nhct-norwich.org](http://www.nhct-norwich.org)

