

Volunteering at



Role title	Trustee
<p>What is a Trustee Volunteer</p>	<p>Woodbridge Tide Mill Trust (reg no 274146) is a charitable trust established to be responsible for the “permanent management of the Mill” through a Managing Committee whose members shall be the charity trustees as defined within the Charities Acts.</p> <p>Charity trustees provide leadership of the charity and are responsible for ensuring it does what it was set up to do. In our case, to manage it <i>“as a building of historical and architectural interest and as an installation of historical and technical importance which should be retained for the education of present and future generations”</i> .</p> <p>There can be up to 11 Trustees. There will need to be a small number of ‘non-executive’ trustees who provide specialist skills that may be needed from time to time, but as a small charity most trustees need to take on some of the actual work of running the charity, in addition to providing direction and leadership through the Managing Committee.</p>
<p>Hours</p>	<p>It is likely that an ‘executive’ trustee will need to do around the equivalent of at least $\frac{1}{2}$ —1 day a week (albeit spread) although more would be welcome</p>
<p>Responsibilities</p>	<p>The following are identified as the ‘non-executive’ roles—</p> <p>3/4—Legal, Architectural, Education (possibly), Millwrighting, while the active management and ‘doing’ roles are identified as—</p> <p>7/8—Treasury (and accounting)</p> <ul style="list-style-type: none"> Administration, insurances, etc. Wardens Guides Events and activities, including schools Marketing and PR Flour milling Flour bagging Merchandising and procurement Maintenance, machinery and building Sales, orders and deliveries Fund raising Friends of Woodbridge Tide Mill <p>Many (but not all) of the roles require teams of more than one and are covered by the attached volunteer roles, and staffed by volunteers from the Friends of Woodbridge Tide Mill, with the trustee role being one of day to day management, coordination <u>and</u> active participation. It is anticipated that one or more roles will be combined in one trustee.</p> <p>www.charitycommission.gov.uk/trustees-staff-and-volunteers/trustee-role</p>

Volunteering at



Role title	Resident Warden
What is a Resident Warden?	<p>A Resident Warden is responsible for welcoming visitors to the Mill, and manning the counter area.</p> <p>Advising visitors how to go round the Mill and where to start.</p> <p>If appropriate, providing visitors with a summary history of the Mill and details of how the Mill works.</p> <p>Answering any questions visitors may have.</p> <p>Responsible for opening and closing the Mill</p> <p>The warden will have read the staff handbook, and be aware of all matters therein.</p>
Hours	10.45am – 5.15pm
Responsibilities	<p><u>Preparatory</u></p> <p>Unlock Mill and disable burglar alarm</p> <p>Put out any display boards, as applicable, ensure chalk information board on the door is up to date.</p> <p>Open up the wheelhouse and toilet, turn on electronic displays, turn on the lights, turn on the till</p> <p>Ensure public areas of the Mill are reasonably clean and tidy.</p> <p>Dust the counter area, ensure all merchandise is on display. Re stock as necessary</p> <p><u>During Open Hours</u></p> <p>Welcome visitors, collect admission charges, offer leaflet, sell merchandise as needed.</p> <p>Suggest where they start the tour of the Mill and, if appropriate, offer a brief history and how it works, and what it is they will see.</p> <p>Answer any questions visitors may have.</p> <p>Open the penstock/slucice gates if wheel is scheduled to turn</p> <p>Close the penstock/slucice gates after wheel turning</p> <p>Report anything amiss or that needs attention</p> <p><u>Close</u></p> <p>Take in any display boards, turn off displays, close and lock wheelhouse and toilet, turn off till, set burglar alarm.</p>

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Role title	Friends of Woodbridge Tide Mill
What is a Friend of Woodbridge Tide Mill	<p>Friends of Woodbridge Tide Mill are volunteers who wish to help the Mill survive and prosper. There are two categories of Friends—</p> <p>Those wishing to provide practical assistance in volunteering (as envisaged in the various roles outlined),</p> <p>Those wanting to provide goodwill towards the work of the Mill and what it represents, without necessarily being directly involved, but providing a (small) financial contribution</p>
Available hours of volunteering	As offered
Responsibilities of the role	Only as envisaged in the various roles described herein

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Role title	Treasury
What is a treasury volunteer	A treasury volunteer is responsible for a number of accounting and treasury functions.
Available hours of volunteering	To suit, see below
Responsibilities of the role	<ol style="list-style-type: none"> 1. Cashing up the till, bank paying in (c. 3¹/₂ hours/week) 2. Recording invoices 3. Recording till receipts 4. Bank reconciliations 5. Monthly accounting routines <p style="text-align: right;">} (c. 1 -2 days/ month)</p> <p>5 is subject to experience— Sage accounts are currently in use.</p>

Volunteering at



Role title	Guide
What is a Guide volunteer?	<p>A Guide volunteer is responsible for supporting the resident warden and welcoming visitors to the Mill.</p> <p>Advising visitors how to go round the Mill and where to start.</p> <p>If appropriate, providing visitors with a summary history of the Mill and details of how the Mill works.</p> <p>Answering any questions visitors may have.</p> <p>If on duty at opening/closing times, also responsible for helping with set up and tidy up.</p> <p>One aim is to be able to advertise regular guided tours on a daily/weekly basis, during the summer season</p>
Available hours of volunteering	<p>Within opening hours (11pm – 5pm) but to suit each volunteer</p> <p>Almost entirely during the season c. April to October</p>
Responsibilities of the role	<p><u>During Open Hours</u></p> <p>Work with the resident warden, and as necessary, perform any of the wardens tasks (see separate sheet).</p> <p>Welcome visitors, direct them to the counter.</p> <p>If time is available, offer a brief tour; otherwise, suggest where they start the tour of the Mill and, if appropriate, offer a brief history and how it works, and what it is they will see.</p> <p>Answer any questions visitors may have.</p> <p>Report anything amiss or that needs attention to the resident warden.</p>

Volunteering at



Role title	Merchandising and procurement
What is a Merchandising volunteer?	A merchandising and procurement volunteer is responsible for looking after merchandise for resale, and procurement of various consumable items connecting with managing the mill.
Available hours of volunteering	To suit, c. 1—2 hours/week in the open season
Responsibilities of the role	<ul style="list-style-type: none">Checking stock levels of merchandise.Ordering replacement stocks.Researching and recommending new merchandise.Undertaking periodic (mainly year end) stock checks.Order miscellaneous items connected with running the mill, as required/requested

Volunteering at



Role title	Maintenance
What is a maintenance volunteer?	<p>A maintenance volunteer is one who helps in the periodic maintenance of the building and machinery.</p> <p>He/she is not necessarily expected to be a substitute for experienced millwrights, but will work through a maintenance program of oiling, greasing, and checking, etc.</p> <p>Our intention is to become as self sufficient as possible in all millwrighting tasks, only calling on the experts as consultants when needed</p>
Available hours of volunteering	To suit each volunteer, but c. 2 –3 hours/week
Responsibilities of the role	<p>Manage the regular day to day maintenance of the mill and its machinery , working to a planned schedule.</p> <p>Supervise the wardens who perform certain of the tasks to a checklist</p> <p>Be part of any discussions with Trustees and others on any problems that occur, and be part of the decision making concerning further action</p>

Volunteering at



Role title	Milling
What is a milling volunteer?	<p>A milling volunteer will be part of a small team undertaking milling duties, using either the electric motor or the waterwheel.</p> <p>There are two aspects to the role—actual milling and assisting.</p> <p>Some milling is outside opening hours, and some is done with visitors in attendance.</p> <p>Note: Due to the regular nature of the operation, the need for consistency, and the potential growth of flour sales, there is a resident miller as a paid position, who will generally be in charge of milling operations, responsible to the Chairman</p>
Available hours of volunteering	As scheduled, but c. 2—3 hours per milling day
Responsibilities of the role	<p>Assisting the resident miller in setting up the milling operation.</p> <p>Milling</p> <p>When open to visitors, to engage with members of the public to explain the process</p> <p>Weighing and recording results</p> <p>Storing sacks of flour on top floor</p> <p>Cleaning up</p> <p>Substituting for the resident miller in his absence</p> <p>Liaising with the bagging teams and the sales teams to ensure adequate stocks of produce</p> <p>Note: There will be a minimum of two millers at any one milling session, preferably 3 or 4.</p> <p>Volunteers will need to conform to health & safety and hygiene procedures, all adequately documented</p>

Volunteering at



Role title	Bagging
What is a bagging volunteer?	A bagging volunteer will be part of a team of 3—5 volunteers filling and sealing retail flour bags ,and wholesale flour bags.
Available hours of volunteering	As scheduled, but c. 2—3 hours per bagging day
Responsibilities of the role	Moving bags of flour from storage to bagging area Filling bags as required Sealing bags as required Storing filled bags Assisting sales volunteers in making up customer orders Cleaning Liaising with the milling team and the sales team to ensure adequate supply of produce. Volunteers will need to conform to health & safety and hygiene procedures, all adequately documented

Volunteering at



Role title	Sales, orders and deliveries
What is a sales, orders and deliveries volunteer?	<p>A sales, orders and deliveries volunteer receives details of customer orders (through a pre-determined route/routes), records and processes the order</p> <p>Volunteers will liaise with and 'service' the retail and wholesale customers</p> <p>Note: The business is still in its infancy so systems and procedures need developing</p>
Available hours of volunteering	To suit, but c. 2—3 hours/week
Responsibilities of the role	<p>'Servicing' a number of retail and wholesale customers, including customer visits.</p> <p>Obtaining customer orders, either direct while visiting, or direct by email/phone, or via a dedicated sales email address.</p> <p>Liasie with bagging teams and make up customer orders</p> <p>Deliver order to customers</p> <p>Where the agreement is for a cash sale, collect the slaes proceeds and pay into the till at the Mill.</p> <p>Note: Sales are generally in boxes of 6, and most customers take a single box at any one time, with only a few taking 2 or more boxes.</p>

Volunteering at



Role title	Marketing and Public relations
What is a public relations volunteer?	A marketing and PR volunteer will work with the Trustees to promote the Trust and its activities to the public via all forms of media, and to liaise with any professional media agency working with the Trust
Available hours of volunteering	4-5 hours a week, mainly during the open season (April to October), and at a lower level during the remainder
Responsibilities of the role	<p>Liaise with various other Trust volunteers and Trustees to keep awareness of future developments and activities, and take the lead in promoting them as above.</p> <p>Establish links and liaise with all forms of media to submit articles/copy concerning future and past events</p> <p>Advise on advertising opportunities and leaflet distribution</p> <p>Communicate with Friends as necessary.</p>

Volunteering at



Role title	Events and Activities
What is an activities volunteer	An events and activities volunteer will work with Trustees and Friends to help in the organization and delivery of events in the Activities Calendar.
Available hours of volunteering	As required by agreed programme, but around 2 hours a week assisting with planning events, particularly in the open season, and 2-3 hours on some event days.
Responsibilities of the role	Work with the events organizer to develop, agree and undertake tasks relating to various events Assist in delivering the events on the relevant days

Volunteering at



Role title	Fund raising
What is a fund raising volunteer	<p>A fund raising volunteer will work with Trustees and Friends to devise, plan and run fund raising schemes of any description</p> <p>Note: Other than a small grant from the Town Council the Mill is dependant on its own resources. The mill has four possible sources of income:</p> <ul style="list-style-type: none">• Visitors (admissions and gift sales)• Flour milling and sales• Activities (some generate an income, some are free)• Fund raising
Available hours of volunteering	As required by agreed programme, but should probably expect to be involved in at least one fundraising scheme/ activity each year
Responsibilities of the role	<p>Work as part of the team to plan schemes/fund raising activities</p> <p>Lead on a scheme/activity (only if prepared to)</p> <p>Assist in delivering any agreed programme</p>