

Volunteer Opportunities

Title	Description	Skills Needed	Hours Required
Guide	A volunteer guide will work alongside the duty Warden to help show visitors around the mill and explain and help to bring to life its rich history	<p>Happy working with visitors and explaining various aspects of the mill to them, including its history and how the mill works</p> <p>This opportunity is available during the opening season from 01 April to end of October between 1100-1700 on every day of the week</p> <p>Training will be provided</p>	To be agreed with the senior warden, this can be a couple of hours or an entire day to suit the volunteer
Hon Archivist	The Tide Mill is seeking an Hon Archivist to organise a collection of papers and images which has been stored but not catalogued or properly conserved. The image collection goes back into the nineteenth century.	<p>The Hon Archivist will be responsible for organising the collection into a catalogued archive which will be searchable online and stored physically with the Suffolk Archive.</p> <p>The volunteer role will work closely with the Hon Curator and the Chair of Trustees to enable exhibitions from the collection to be shown at the Mill, or other locations, as well as online.</p>	<p>Time commitment is entirely for the Hon Archivist to determine.</p> <p>If you are interested, please contact John Carrington, Chair of Trustees at chair@woodbridgetidemill.org.uk</p>
Collections Care Assistant	The Tide Mill is seeking a volunteer collections care assistant to support the curator in the care and preservation of the Tide Mill's collections.	While an interest in the Tide Mill and its collections is desirable, no previous collections care experience is necessary.	<p>To be agreed between the volunteer and the curator.</p> <p>The role could be combined with other voluntary roles at the mill such</p>

	<p>Tasks will include:</p> <ul style="list-style-type: none"> ● Assisting with the environmental monitoring of the building and objects on display ● Recording and promptly reporting any damage or deterioration to the curator <p>If you are interested please contact the curator: curator@woodbridgetidemill.org.uk</p>	<p>Appropriate training will be provided as required.</p> <ul style="list-style-type: none"> ● You will be conscientious and organised and have good record-keeping and observational skills. ● Some handling of objects may be required from time-to-time. 	<p>as the Research Assistant</p>
<p>Flour Bagging Volunteer</p>	<p>A bagging volunteer will be part of a team of 2-3 volunteers filling and sealing retail and wholesale flour bags.</p> <p>The Mill has a coherent and effective Covid policy in place to ensure our volunteers are safe.</p>	<p>Moving sacks of flour from storage to bagging area. Filling 1.5kg and 12kg bags, and sealing these with a hot glue gun. Making up customer orders.</p> <p>Training will be provided.</p>	<p>Approx 3 hours per bagging day 0800-1100</p>
<p>Flour Milling Team Volunteer</p>	<p>New members of the team will be trained in the traditional skills of milling grain to become a valued member of the team at Suffolk's most iconic and beautiful Mill.</p> <p>The Mill has a coherent and effective Covid policy in place to ensure our volunteers are safe.</p>	<p>No particular skills are needed, only an interest in the process that creates flour from locally grown grain.</p> <p>Training will be provided.</p>	<p>The minimum required commitment, in terms of time, is one morning a week on either Monday or Wednesday, 0800-1100</p>

<p>Digital and Social Media Team Volunteer</p>	<p>Maintain the TM website by adding articles, developing new pages (like the activities and shop pages recently) and refreshing content periodically.</p> <p>Measure online results through Google Analytics, Google Ads, facebook data, tripadvisor etc</p> <p>Timely and accurate initiation, writing, editing and publishing of articles, web content, blogs and eshot content to agreed external websites & social media channels.</p> <p>Generate accompanying visual content</p> <p>Maintain and build the TM social media presence. Currently this is Facebook, Twitter, Instagram, Google and TripAdvisor and explore others against the Mill's target markets</p> <p>Maintain direct mail/eshot system – currently Mailchimp.</p> <p>Construct, write and execute regular mailings. Build mailing lists</p> <p>Maintain TM events on local events sites like https://www.visitsuffolk.com/Add-your-event.aspx, https://www.thesuffolkcoast.co.uk/add-an-</p>	<p>Enthusiasm for the Mill, Woodbridge, museum promotion</p> <p>Experience in website content management, Wordpress especially.</p> <p>Domain name maintenance, email provision, liaison with Infotex (web developer)</p> <p>Social media experience; originating content, scheduling posts etc</p> <p>Some design experience is useful for content/advertising production Affinity/Canva/Adobe/Corel etc</p> <p>Photography and videography production and editing useful for social media/advertising</p> <p>Experience using Microsoft Teams, Adobe, Mailchimp systems a plus but not essential</p>	<p>To be agreed with volunteer</p>
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Fundraising Team Member	<p>To be part of the fundraising effort at the Grade I listed Tide Mill, involving:</p> <ul style="list-style-type: none"> • help motivate and facilitate supporters to maximise the funds they raise • help to inspire new supporters to raise money, while maintaining and developing relationships with existing supporters • help developing new and imaginative fundraising activities • help raising awareness of the charity and its work • help developing and coordinating web-based fundraising • researching charitable trusts whose criteria match the charity's aims and activities • researching corporate fundraising • help managing and updating databases to record donor contact and preference information • write applications and mail-shots, using direct mailing to reach a range of potential and current donors 	<p>Experience in fundraising would be helpful but not essential. Training will be given.</p> <p>Online based research and communications capability is needed and good interpersonal skills.</p>	To be agreed with volunteer

IT Team Member	Being part of the team at the Tide Mill implementing a programme of digital projects with the aim of enabling people with disabilities who cannot see the whole Mill to experience it using video and other visual and audio formats. The work will also enhance every visitor's access to the working of the Mill and allow us to share it virtually with audiences worldwide.	IT/website/ social media or video or audio skills	To be agreed with volunteer
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