



Tatton Park

Volunteer Role Profile

Mansion Administration Volunteer

What is a Mansion Administration volunteer?

The Mansion Administration volunteer will help support the Mansion department by undertaking a variety of office based tasks including filing, indexing, IT work, photocopying and some handling of enquiries. The role will also involve some project work around collections management and assisting Tatton Park's Volunteer Archivist.

What's in it for you?

- Improve your IT, communication and general organisation and administration skills.
- Be part of a friendly and dedicated team who really care about making a difference and leaving a lasting legacy.
- Develop your communication and engagement skills and get the chance to work with a diverse range of people.
- Learn more about the history of Tatton Park and the people who shaped it.
- Help to ensure the preservation of knowledge for future generations.
- Develop your research and analytical skills, including learning about family history and handling historic documents.

What's involved?

- Helping with routine office work such as filing, indexing, photocopying, data entry and correspondence.
- Assisting with some collections management projects.
- Assisting the Volunteer Archivist when required.
- Occasional responding to enquiries and general information via telephone calls, emails and in person.

This role will suit people who...

- Live locally or have an interest in administration duties, information retrieval and dissemination and collections management.
- Are well organised with a friendly and helpful nature and who enjoy being part of a team.
- Have good IT and communication skills.
- Can commit to the role on a regular weekly basis.
- Want to support the work of the Mansion team at Tatton Park.

Extra information

Your place Tatton Park

Time commitment 1 day a week

Volunteer Manager Vicky Rowbotham and Carolyn Latham, Mansion and Collections Managers.

Volunteer Development Manager Ian Barlow

Training/Resources An induction, training events, an annual volunteer celebration event plus an ongoing development programme linked to a volunteers specific role, skills and targets.

Expenses Should out-of-pocket travel costs between home and volunteering place become a significant barrier to an individual taking up or continuing to volunteer, the Volunteer Manager has the discretion to award payment of reasonable travel expenses within an allotted budget on an exceptional basis. Other reasonable expenses will be agreed in advance.

About Tatton Park

Tatton Park, is a large country estate in Cheshire and one of the UK's most complete historic estates. Tatton was bequeathed to the National Trust by the Egerton family in 1958 and is now financed and maintained by Cheshire East Council under a 99 year lease from November 1960. Tatton is home to a Tudor Old Hall, Neo-Classical Mansion, 50 acres of landscaped gardens, a rare-breed farm and 1,000 acres of deer park. It has significant conservation assets and nationally important collections and welcomes over 800,000 regional, national and international visitors every year.

Tatton also provide facilities for meetings, functions and celebrations, including a thriving weddings business, a wide choice of shopping and dining options as well as two adventure playgrounds, camping facilities, cycling, horse riding, fishing and sailing. Tatton hosts a varied programme of over 100 events each year ranging from adult learning courses and education activities for 15,000 children, motor shows, historical re-enactments and nationally recognised events such as the RHS Flower Show.

Tatton Park delivers over £8.8m net output p.a. to the local economy, is the second largest paid for attraction in Cheshire, the 4th largest in the North West and 16th in the top twenty paid for visitor attractions in the UK. In 2014 it was awarded Best Large Visitor Attraction in England by Visit England and it has won various Green Flag and Sandford educational awards over recent years.

**All these arrangements are binding in honour only
and not intended to be legally binding.**