



POLTIMORE HOUSE TRUST

ROLE DESCRIPTION – TRUSTEE (VOLUNTEER CO-ORDINATION)

OVERVIEW

Poltimore House Trust is a registered charity dedicated to the restoration of an historic mansion just outside Exeter. Despite an arson attack which caused severe damage to the House, the Trust Board's commitment to restoration as a focal point for the arts, business, communities and wellbeing remains undiminished. A new Board has been recruited over the last two years, bringing a wide range of professional expertise and experience to the Trust.

In addition to the House, the Trust owns 13.6 acres of the historic estate and established a popular Café in 2022 which was unaffected by the fire. The Board is committed to developing a strategy for the Grounds which blends heritage restoration, biodiversity and a unique visitor experience.

The Grounds are maintained by a committed team of some 30 regular volunteers, and a campaign is currently underway to increase recruitment. Corporate volunteering has also grown recently and the Trust is seeking further opportunities to develop this valuable area of support further. The Board recognises that, as a volunteer-led organisation, we need to build a positive culture which delivers high levels of satisfaction for those who give us their time.

We are therefore seeking a Trustee with appropriate skills to take the lead in the recruitment, care and deployment of our growing team of volunteers. This is a hands on role which will involve a presence on site for at least one day a week, as well as participation in Board and Committee meetings. In return, you will be a highly valued member of the Board, playing a key role in the restoration of this historic House and Grounds.

KEY RESPONSIBILITIES

We are seeking a Trustee with the skills required to deliver the duties and tasks outlined below, and to act as a full member of our Board.

The principal responsibility is to ensure a positive and satisfying experience for our volunteers, including their deployment on tasks which make a tangible contribution to the maintenance and improvement of the Grounds.

In more detail:

- To take lead responsibility for supporting volunteers.
- To liaise with the Lead Trustee (Grounds) in agreeing work schedules and allocating tasks.
- To arrange inductions for new volunteers.
- To put volunteer training in place where necessary.
- To help ensure that all volunteers feel valued, respected and supported, and that their skills and energies are being put to good use.
- To keep the Board engaged and informed about developments relating to volunteers.



QUALITIES

The ideal candidate will bring:

- Willingness and ability to inspire, support and guide volunteers.
- A positive, friendly and sympathetic outlook.
- The ability to communicate clearly.
- An interest in, or experience of grounds maintenance or gardening.
- A strong commitment to the Trust's mission and purpose.
- Willingness to commit a minimum of 5 - 6 hours per week.

Poltimore House Trust aims to create a positive and nurturing environment for all our volunteers, and is committed to equal opportunities and diversity.

We welcome everyone from our community as a volunteer and will not discriminate on the grounds of gender, sexual orientation, disability or impairment, age, race, creed, colour, nationality, ethnic or national origin, trade union activity, HIV or marital status, religion or belief, or similar bases.

FURTHER INFORMATION

Please contact Dr Peter Totterdill, Chair of Trustees, via Reach for an informal discussion.