

### VOLUNTEER JOB DESCRIPTIONS

<p style="text-align: center;"><b><u>FARM</u></b></p> <p><b>Daily Tasks:</b> caring for the animals, including feeding and watering, cleaning, health checks, grooming, socialisation, and other day to day tasks involved in running a working farm. No two days are quite the same!</p> <p><b>Please Note:</b> This work may be physically demanding and takes place in all weathers!</p> <p><b>Time:</b> 9-5pm (7 days/week) / AM (9-12pm)</p>	<p style="text-align: center;"><b><u>STABLES</u></b></p> <p><b>Daily Tasks:</b> mucking out the stables, sweeping the yard, turning horses out, feeding and watering horses, tack cleaning, grooming and tacking up.</p> <p><b>Please Note:</b> Some experience working with horses is required. This work is physically demanding and takes place in all weathers!</p> <p><b>Time:</b> 8-5pm (7 days/week) / AM (8-12:30); PM (1:30-5)</p>
<p style="text-align: center;"><b><u>MAINTENANCE/DIY</u></b></p> <p><b>Daily Tasks:</b> helping with all areas of maintenance indoors and outside to keep our large and varied site running; maintenance and repair of vehicles and machinery ranging from a tractor to wheelbarrows.</p> <p><b>Please Note:</b> Skills and experience in woodwork, decorating, basic building and plumbing are all welcome.</p> <p><b>Time:</b> 9-5pm (7 days/week) / AM (9-12pm); PM (1-5pm)</p>	<p style="text-align: center;"><b><u>EDUCATION</u></b></p> <p><b>Daily Tasks:</b> caring for a wide range of children, including special needs visitors, gardening and growing projects; working as a team with fellow staff.</p> <p><b>Please Note:</b> Some experience working with children is required. This work may be physically demanding.</p> <p><b>Full day:</b> 9-3pm (weekdays)</p> <p><b>Half day:</b> AM (9-12pm); PM (1-3pm)</p>
<p style="text-align: center;"><b><u>GARDENING</u></b></p> <p><b>Daily Tasks:</b> tending courtyard gardens and growing fruits and vegetables, trimming hedges and landscaping as well as opportunities to learn about traditional woodland management through coppicing and hedgelaying.</p> <p><b>Please Note:</b> This work may be physically demanding and takes place in all weathers!</p> <p><b>Full day:</b> 9-3pm (weekdays)</p> <p><b>Half day:</b> AM (9-12pm); PM (1-3pm)</p>	<p style="text-align: center;"><b><u>NURSERY</u></b></p> <p><b>Daily Tasks:</b> caring for children, coordinating with nursery staff, helping tidy up, implementing appropriate activities, working as a team</p> <p><b>Experience Needed:</b> Yes, some experience working with children is required.</p> <p><b>Time:</b> 8-6pm (weekdays) / AM (8-12pm); PM (1-6pm)</p>
<p style="text-align: center;"><b><u>FINANCE</u></b></p> <p><b>Daily Tasks:</b> Reconciling accounts and assisting staff in processing payments and monthly credit card statements, entering supplier or sales invoices and credit notes.</p> <p><b>Experience Needed:</b> Yes, some experience with finance/accounting is required.</p> <p><b>Full day:</b> – 9-5pm (weekdays)</p> <p><b>Half day:</b> – AM (9-12pm); PM (1-5pm)</p>	<p style="text-align: center;"><b><u>ADMINISTRATION</u></b></p> <p><b>Daily Tasks:</b> assist with tasks such as filing and data entry, emails, volunteer coordinating, as well as other various activities.</p> <p><b>Full day:</b> 9-5pm (weekdays)</p> <p><b>Half day:</b> AM (9-12pm); PM (1-5pm)</p>
<p style="text-align: center;"><b><u>EVENTS</u></b></p> <p><b>Daily Tasks:</b> assist with tasks such as designing, creating, implementing information for upcoming events as well as other various activities.</p> <p><b>Full day:</b> 9-5pm (7 days/week)</p> <p><b>Half day:</b> AM (9-12pm); PM (1-5pm)</p>	<p style="text-align: center;"><b><u>BIODIVERSITY</u></b></p> <p><b>Daily Tasks:</b> tending and maintaining the green space, providing assistance where needed in a variety of tasks outdoors</p> <p><b>Full day:</b> 9-5pm (7 days/week)</p> <p><b>Half day:</b> AM (9-12pm); PM (1-5pm)</p>
<p style="text-align: center;"><b><u>AMBASSADOR</u></b></p> <p><b>Daily Tasks:</b> the front face of Mudchute; help guide and direct visitors around the farm, help with tours, help guide handwashing techniques</p> <p><b>Full day:</b> 9-5pm (7 days/week)</p> <p><b>Half day:</b> AM (9-12pm); PM (1-5pm)</p>	<p style="text-align: center;"><b><u>FUNDRAISING</u></b></p> <p><b>Daily Tasks:</b> help with marketing and fundraising activities including distributing pamphlets, donation boxes, and other various tasks</p> <p><b>Full day:</b> 9-5pm (7 days/week)</p> <p><b>Half day:</b> AM (9-12pm); PM (1-5pm)</p>

Please submit your application by email to our volunteer coordinator at [volunteering@mudchute.org](mailto:volunteering@mudchute.org).

Alternatively you can post a paper copy of your application form to:

**Volunteer Programme | Mudchute Park & Farm | Pier Street | Isle of Dogs | London | E14 3HP**

**Please note:** 1) Anyone under 16 years old, please call our office at **020 7538 8456** to discuss more details.

2) DBS checks are required for all roles at Mudchute. This will occur as part of your application process.