



## **Volunteer Information Pack 2026**

### **About the Trust:**

The Robert Burns Ellisland Trust has been formed to hold the lands and farm of Ellisland, and such other funds and assets as may from time to time be comprised in the Trust Property, in trust for the following purposes:

- the advancement of education
- the advancement of the arts, heritage, and culture
- the promotion of the life and works of Robert Burns
- to maintain a museum and collections for the benefit of the public

The Trust is committed to conserving and promoting the site as one of the most significant locations in the life of Robert Burns. The Trust is ambitious to increase understanding of Ellisland as central to Burns' artistic development, where he composed Auld Lang Syne and Tam O'Shanter. It will enhance awareness of its environmental importance as the best place to see the natural world through the poet's eyes and increase appreciation of Ellisland as Robert Burns' first marital home with Jean Armour and the foundational site for European Romantic song.



## Volunteer Role Description: Front of House Volunteer

### Who are we looking for?

The Trust is seeking motivated, friendly, and energetic **front of house volunteers** with a passion for the life and works of Robert Burns to join our growing volunteer base and help us with our reopening of Ellisland to the public.

### About the role

This volunteer role would best suit someone who enjoys interacting with the public. The front of house volunteer role is key to provide a friendly, informative, and welcoming museum visit.

We are looking for someone who is a good communicator, friendly and approachable. Your key tasks will be:

- Meeting and greeting visitors
- Sharing information about the museum site and its history
- Delivering short museum and site tours (optional)
- General housekeeping (including dusting, hoovering, sweeping, emptying bins and other routine household activities)

In advance of commencing their role, volunteers will receive a full induction to Ellisland and training in the history of the site and Robert Burns's time there from the Volunteer Coordinator. Volunteers will also receive a copy of the Volunteer handbook, Ellisland's Health and Safety Policy, and a copy of their role description along with other year-round benefits that are described in the Volunteer Handbook.

**Time Investment:** Volunteers will be required to be on site a minimum of 1 day a week during our open season, although more flexible arrangements can be discussed.

Volunteers should also be available for two half days during which they will complete induction and training materials with the Volunteer Coordinator.

Travel expenses will be available in line with the Trust's policy.

If you are interested in volunteering with the Robert Burns Ellisland Trust, please contact [info@ellislandfarm.co.uk](mailto:info@ellislandfarm.co.uk)

## Volunteer Role Description: Learning Volunteer

### Who are we looking for?

The Trust is seeking friendly and enthusiastic **learning volunteers** with a passion for sharing the life and works of Robert Burns to join our growing volunteer base and help us to deliver a range of learning events. This volunteer role would best suit someone who has, or is seeking to gain, experience working with children and young people in an educational setting.

### About the role

As a learning volunteer you will help to facilitate school visits which are shaped by the *Curriculum for Excellence*. This may involve a wide range of activities inspired by Burns suppers, Scots poetry and the environment.

We are looking for someone who is a good communicator, friendly and approachable. Your key tasks will be:

- Delivering planned activities within school visits and workshops
- Preparing and tidying resources before, during and after school visits
- Collecting and providing feedback to develop our learning programmes

In advance of commencing their role, volunteers will receive a full induction to Ellisland and training in the history of the site and Robert Burns' time there from the Volunteer Coordinator. Volunteers will also receive a copy of the Volunteer handbook, Ellisland's Health and Safety Policy, a copy of their role description along with other year-round benefits that are described in the Volunteer Handbook. The volunteer will also be supported to obtain a valid Level 1 PVG Disclosure certificate before starting their role.

### Time Investment

Volunteers will be given advance notice of school visit dates and should be available 10am – 3 pm on the days of the visits.

Volunteers should also be available for two half days during which they will complete induction and training materials with the Volunteer Coordinator.

Travel expenses will be available in line with the Trust's policy.

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## Volunteer Role Description: Events Volunteer

### Who are we looking for?

The Trust is seeking motivated, friendly, and engaging **events volunteers** with a passion for the life and works of Robert Burns to join our growing volunteer base and help us to deliver Ellisland's varied events and engagement programme.

### About the role

This volunteer role would best suit someone who enjoys interacting with the public. The events volunteer is key to ensuring the smooth running of events, including creating a welcoming and friendly experience which allows all visitors to engage with Ellisland's events programme.

We are looking for someone who is a good communicator, friendly and motivated. Your key tasks will be:

- Welcoming and sharing information with event attendees
- Setting up and packing away event equipment and resources
- Undertaking a wide range of event specific roles such as stewardship, stall and activity lead, ticketing officer or tour guide

In advance of commencing their role, volunteers will receive a full induction to Ellisland and training in the history of the site and Robert Burns' time there from the Volunteer Coordinator. Volunteers will also receive a copy of the Volunteer handbook, Ellisland's Health and Safety Policy, and a copy of their role description along with other year-round benefits that are described in the Volunteer Handbook. The volunteer will also be supported to obtain a valid Level 1 PVG Disclosure certificate before starting their role.

### Time Investment

Volunteers will be required to be on site a minimum of 1 day a week during our open season, although more flexible arrangements can be discussed.

Volunteers should also be available for two half days during which they will complete induction and training materials with the Volunteer Coordinator.

Travel expenses will be available in line with the Trust's policy.

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## **Volunteer Role Description: Curatorial Volunteer**

### **Who are we looking for?**

The Trust is seeking a motivated, friendly and detail-oriented curatorial volunteer with an interest in museum collections and a passion for the life and works of Robert Burns.

### **About the role**

The Curatorial Volunteer role is key to helping uncover and share the history of Ellisland with both broad and specialist audiences. You should also be generally interested in the heritage sector and will work with the Museum Curator and Museum Events and Engagement Officer to share Ellisland's amazing collection.

Tasks will be varied but may include:

- Contributing to research projects to shape the visitor experience
- Collections care and management
- Helping to organise and document archival materials
- Building our online database by uploading (and editing where necessary) data and images

In advance of commencing their role, volunteers will receive a full induction to Ellisland and training in the history of the site and Robert Burns' time there from the Volunteer Coordinator / Site Officer. Volunteers will also receive a copy of the Volunteer Handbook, Ellisland's Health and Safety Policy, a copy of their role description along with other year-round benefits that are described in the Volunteer Handbook.

### **Time Investment**

It is anticipated that the curatorial volunteer will spend one half day a week working in the museum. Travel expenses will be paid in accordance with our expenses policy.

If you are interested in volunteering with the Robert Burns Ellisland Trust, please contact [info@ellislandfarm.co.uk](mailto:info@ellislandfarm.co.uk)

## **Volunteer Role Description: Gardening, Care and Maintenance Volunteer**

### **Who are we looking for?**

The Trust is seeking motivated, friendly and energetic Gardening, Care and Maintenance volunteers with an interest in gardening, DIY and a passion for the life and works of Robert Burns to help us with the maintenance of the grounds. This volunteer role would best suit someone who enjoys being outside, working in the garden and doing odd jobs of mending and raking leaves etc.

### **About the role**

The gardening, care and maintenance volunteer role is key to helping keep the grounds and buildings of Ellisland looking neat and tidy all year round. You should also be happy chatting with the general public, as from time to time we have visitors walk through the site who are interested in the history of the place.

### **Your key tasks will be:**

- Helping to maintain the upkeep of the site
- Setting up new flowerpots and helping maintain the new holiday let garden
- Being friendly and welcoming to all visitors

In advance of commencing their role, volunteers will receive a full induction to Ellisland and training in the history of the site and Robert Burns' time there from the Volunteer Coordinator. Volunteers will also receive a copy of the Volunteer handbook, Ellislands Health and Safety Policy, a copy of their role description along with other year-round benefits that are described in the Volunteer Handbook.

### **Time Investment**

The Gardening and Maintenance team currently meets twice a week. Work is undertaken on Mondays and Wednesdays, between 10am – 12:30pm. Volunteers would be required to be available for at least 2 of the gardening dates in each month, and one each month in the off season.

There will be a tea break and travel expenses will be reimbursed upon agreement. If you are interested in volunteering with the Robert Burns Ellisland Trust, please contact [info@ellislandfarm.co.uk](mailto:info@ellislandfarm.co.uk).



## Volunteer Role Description: Photography Volunteer

### Who are we looking for?

The Trust is seeking a motivated, creative, and enthusiastic **photography volunteer** with a passion for the life and works of Robert Burns to join our growing volunteer base and help us to capture the inspiring surroundings, collections and events at Ellisland Museum & Farm.

### About the role

This volunteer role would best suit someone who is passionate about photography and is keen to expand their portfolio, using their own photography equipment. The photography volunteer role is key to documenting Ellisland's story for present and future generations.

We are looking for someone who is detail oriented, enthusiastic and creative. Your key tasks will be:

- Photographing Ellisland Museum & Farm, including its collections, environment and events
- Editing and sharing photographs for promotional purposes and social media

In advance of commencing their role, volunteers will receive a full induction to Ellisland and training in the history of the site and Robert Burns' time there from the Volunteer Coordinator. Volunteers will also receive a copy of the Volunteer handbook, Ellisland's Health and Safety Policy, and a copy of their role description along with other year-round benefits that are described in the Volunteer Handbook.

### Time Investment

This is a flexible volunteer role. Volunteers are encouraged to be on site a minimum of one-half day a week during our open season, and to attend selected events throughout the year.

Volunteers should also be available for two half days during which they will complete induction and training materials with the Volunteer Coordinator.

Travel expenses will be available in line with the Trust's policy.

If you are interested in volunteering with the Robert Burns Ellisland Trust, please contact [info@ellislandfarm.co.uk](mailto:info@ellislandfarm.co.uk)