

**Sussex Archaeological Society**  
**Fishbourne Roman Palace and Gardens**

<b>Role Title:</b>	<b>Visitor Welcome Volunteer</b>
<b>Location:</b>	Fishbourne Roman Palace Roman Way, Fishbourne Chichester PO19 3QR
<b>Main purpose of the role:</b>	To welcome guests to Fishbourne Roman Palace
<b>Time commitment:</b>	Shifts available 7 days a week, ideally a minimum of one 4-6 hour shift per week including holidays (excluding Christmas)

The Palace at Fishbourne is an exciting example of our Romano-British history and houses the remains of the largest Roman Villa in Northern Europe. The Palace was discovered in the 1960s and the museum displays some of the original artefacts discovered by the archaeologists. Some of the remains of the building, which was probably larger than Buckingham Palace, can still be seen, including some of the amazing mosaics, and the grounds reflect the large formal gardens that were enjoyed by the Palace's occupants.

We are looking for people who would love to know more the Palace including its discovery, what the Palace may have looked like when it was built sometime between AD 75 and 80, more about the probable owner, a client king called Tiberius Claudius Togidubnus, and consider how the occupants lived and worked before the Palace was destroyed by fire sometime in the third century. If this is you, and you would like to share the story of the Palace with others, we would love to hear from you.

**What you will be doing:**

- Welcome guests to the Palace including processing admission tickets (including gift aid) and promoting membership of Sussex Past.
- Make the visit to the Palace a memorable one for our guests by being able to answer their questions and helping them make the most of their visit by highlighting key areas of interest.
- Help bring the story of the Palace to life by leading/supporting tours, hosting /supporting special events and even dressing up as a Roman soldier.
- Help guests take home a memento of their visit by promoting our gift shop.
- Contribute to the long-term planning objectives of the Palace by making suggestions on how we can continue to improve the visitor experience.
- Most importantly, you'll be helping us to preserve and celebrate this historic site for today's generation and those to come.

**Contact us if this sounds like you:**

- Do you have an interest in promoting our amazing Palace and its grounds?
- Are you happy to learn new skills and your understanding of our Romano-British history

- Do you have a love of history and watching historical documentaries and fondly remembering history lessons at school certainly count!
- Do you enjoy working with an amazing team of people?
- Do you have excellent interpersonal and communication skills?
- Do you have any customer services or retail experience as these will be put to good use.
- Are you over 18?
- If it was a yes to the above, then why not get in touch and give volunteering at Fishbourne Roman Palace a try?

### **Support & Training:**

- When you start you will be given a tour around the Palace and its grounds.
- You will be given some initial training and then ongoing training and support from the Palace team, including the Visitor Welcome Manager and our Curator, to develop your knowledge and understanding.
- The tasks you will be asked to undertake will be based on your knowledge and experience to make sure you feel comfortable and happy completing the task at hand.

### **What can I expect?**

- An opportunity to socialise and meet new people.
- A supportive and encouraging environment to grow your skills and knowledge.
- Opportunity to enjoy the benefits of in a beautiful historical location.

### **Uniform**

- You will be provided with a uniform (polo shirt and fleece) so you can be identified as a volunteer at Fishbourne Roman Palace, part of Sussex Past.

### **Benefits**

- Complimentary entry to all Sussex Past heritage sites
- 20% discount in all on-site gift shops
- Travel expenses reimbursed (within a 10-mile radius)
- Free refreshments provided during your shifts
- Access to exclusive volunteer offers and event discounts throughout the year
- Be part of a passionate, welcoming team dedicated to preserving Sussex's rich history

### **Additional Information**

We welcome individuals from all backgrounds to come and join our friendly team, so if you think you may need any adjustments to assist in your volunteering, please do let us know when you apply, and we can discuss further how we can help.

### **To Apply**

To find out more or ask any questions, please do not hesitate to get in touch. We can answer any questions you may have and give a little more information to see if the role might just be right for you!



If you have an enquiry about volunteering with us, please contact us at [AdminFish@sussexpast.co.uk](mailto:AdminFish@sussexpast.co.uk)

**If you're ready, here's how you can apply:**

- Download and complete an application found on our website, and send it to [HR@sussexpast.co.uk](mailto:HR@sussexpast.co.uk)

- **OR** Complete an online application form and upload your CV and cover letter here:

<https://hr.breathehr.com/v/volunteers-41033>. Please make sure you tell us on your application which property you are interested in volunteering at and your availability during the week.