

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

<b>Role Title:</b>	<b>Maintenance Volunteer</b>
<b>Location:</b>	Fishbourne Roman Palace Roman Way, Fishbourne Chichester PO19 3QR
<b>Main purpose of the role:</b>	To help maintain the buildings and grounds at Fishbourne Roman Palace
<b>Time commitment:</b>	Fishbourne Roman Palace: 8:30 – 15:00 Monday – Friday (Duration of shift is flexible). We are flexible in terms of time commitment and ideally would ask for a minimum commitment of around 1 shift a fortnight.  However, if you have any questions about time commitment, then please do not hesitate to get in touch.

Our building and grounds at Fishbourne Roman Palace are an important element of our historical site. We are looking for individuals to come and join our friendly volunteer team who help keep them maintained.

Maybe you have electrical or plumbing qualifications, an interest in DIY or have had a passion for maintaining buildings, whatever your background, if you have a keen interest in DIY and helping us ensure our buildings are sound and safe for the future, we would love to hear from you.

**What you will be doing:**

- If you have a Level 1, or higher, Diploma in Electrical Installation it would be great if you can undertake some electrical work at the Palace.
- If you have an NVQ Level 2, or higher, in plumbing and heating we would love you to help ensure our systems at the Palace remain in good order.
- Maintaining and serving our gardening equipment so the gardening team can continue to maintain the grounds.
- If you have basic electrical knowledge, we will train you to do PAT Testing.
- We will also train you to do Legionella testing.
- Other maintenance work around the Palace to make sure it always looks at is best including carpentry, paving slab laying, cleaning gutters, and painting and decorating.
- Most importantly, you'll be helping us to preserve and maintain the buildings at this historic site for today's generation and those to come.

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

- Do you have an interest in maintaining the buildings and grounds at our historical site?
- Are you happy to get stuck in with basic DIY tasks?
- Do you have experience of electrical engineering and plumbing?
- Are you over 18?
- If it was a yes to the above, then why not get in touch and give volunteering a try.

### **Support & Training:**

- When you start you will be given a tour around the Palace
- There will be ongoing training and support where relevant by the on-site Custodian
- Tasks will be allocated so you'll have direction on what tasks you need to undertake. These tasks will be allocated with experience, capacity and manoeuvrability in mind 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 and gain some DIY top tips!
- Opportunity to enjoy the benefits of working with an amazing team in a beautiful historic 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**

- Free admission to all Sussex Past properties.
- Discount in the Society's shops.
- Reimbursement of travel expenses (subject to a maximum 10-mile radius).
- Tea/coffee/refreshments during shifts; and
- Ad hoc offers as available from time to time.

### **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.*