



Abbeydale Tour Project: Tour Guide Volunteer Role

Purpose of the role:

This volunteer role is part of *Embrace Abbeydale*, a two-year project to make a series of improvements at Abbeydale Industrial Hamlet, funded by the National Lottery Heritage Fund. You can find out more about *Embrace Abbeydale* [here](#).

Across our Sheffield Museums sites, we regularly give free talks and tours for the public on a variety of subjects. So, one of our goals through *Embrace Abbeydale* is to expand this offer at Abbeydale and start to deliver new tours of the site, on different themes. These themes are:

1. Story of a Scythe from Start to Finish
2. Journey of Water
3. Abbeydale After Industry
4. Life of a Worker
5. How the Mechanics Work

We have now written the tour scripts, and they are ready to be delivered to the public. They are around 20 minutes long. We expect tour guide volunteers to focus on learning one or two scripts really well (rather than being able to deliver all five).

The tours are for a general public audience, and are written to be suitable for families with kids as well as adult visitors. Visitors will be able to drop in and join the tour on the day so numbers will fluctuate but we expect you will generally be giving the tour to 5 – 10 people. The tours will be free, but we will welcome donations and a donation message is part of the script.

You will receive training for this role before you will be expected to deliver the tours to the public. This will include an introductory training session where you will observe one of the tours being delivered, followed by time to get to grips with the script, and then a practise run with a small, friendly group.

You don't need to have any specialist or prior knowledge of Abbeydale, and in the training we will cover how to respond to difficult questions. It can be daunting to give a tour to a group of strangers for the first time, but it is very rewarding and we are here to support you through it!



Where will you be volunteering?

These tours are based at Abbeydale Industrial Hamlet, Abbeydale Road South, Sheffield, S7 2QW. Each one covers different areas of the site.

What will you be doing?

- Learning a tour script and delivering it to visitors (with cue cards)
- Answering general questions and signposting visitors to the next talks and tours happening on site
- Inspiring visitors to learn more about the site and providing an incentive for visitors to donate

What's in it for me?

- Using or developing your public speaking skills
- An opportunity to meet and interact with a wide variety of visitors
- Finding out more about the history and background of Abbeydale Industrial Hamlet
- Helping to directly support Sheffield Museums' charitable work
- Your input will be a valuable contribution to the museums' educational offer, and a significant part of the wider *Embrace Abbeydale* project
- Access to a range of social and networking opportunities with other volunteers and staff
- You can claim back out-of-pocket transport expenses up to a max of £5.60 for public transport, or 45p per mile if driving a car, per day

What skills will I need?

- Confident and engaging public speaking skills
- Great communication and able to deliver complex information to a wide variety of audiences, of different ages and backgrounds
- Enthusiasm for the theme and for Abbeydale as a site
- Able to remember around 20 minutes of information (with cue cards)
- Good spoken English
- Prior knowledge of Abbeydale Industrial Hamlet isn't necessary as you will be given a script



When can I volunteer?

There will be an initial training session on the afternoon of Monday 14 July at Abbeydale Industrial Hamlet. If you can't make this date, please let us know and we will arrange an alternative. We intend to run the training sessions multiple times per year, subject to demand.

After the training session, you'll then have time to get to grips with the script before doing a rehearsal on Monday 28 July. (Again, if this date doesn't work for you, don't worry – we'll find an alternative).

Once you're all trained up, you'll see the volunteering sessions available to book on our online volunteer system, Better Impact, and you'll be able to select dates that work for you. For each volunteering session, we'd ask you to deliver two tours, at 11.30am and 1pm. Once you're trained up, you can sign up for as many sessions as you like, but we'd ideally expect volunteers to deliver at least once per month.

How can I volunteer?

We expect this to be a popular role and we want to make sure that everyone who takes up this role is going to enjoy it, and that it's the right fit for them.

Please send us an expression of interest outlining why you'd like to volunteer in this role, and what skills and experience you'd bring. You could either do this in writing, by emailing volunteering@sheffieldmuseums.org.uk with up to 250 words, or by sending a video of between 1 and 3 minutes, either by email to the same address or by WhatsApp to 07425 542 737. If you have any questions about the role, please do get in touch and ask.

Thank you!

Accessibility

Abbeydale Industrial Hamlet is a historic site with rough and uneven surfaces and steps. Full accessibility information for the site is here:

[Abbeydale Accessibility](#)

If you have any specific access questions related to this volunteer role, please contact us at volunteering@sheffieldmuseums.org.uk. Thank you.