

University of Bristol Botanic Garden

Hollybush Lane, Stoke Bishop, Bristol. BS9 1JB (Postal address)

Tel: 0117 331 4905

Email: botanic-gardens@bristol.ac.uk

Volunteer Questionnaire 2011

Date: _____

Thank you for your enquiry about volunteering at the University of Bristol Botanic Garden. Please read the list of jobs which we seek to fill and tick any activity which interests you.

- General gardening work:** border work, planting, weeding, leaf raking etc.
- Nursery work:** weeding, potting on, top dressing, seed cleaning etc.
- DIY:** on an as needed basis.
- Newsletter:** editorial, admin etc
- Administration:** general office work
- Guiding groups:** taking groups around the Garden, on an occasional basis, after appropriate training sessions.
- Help with garden events:** could include promotion, manning **the entrance and/or an information stand, helping with teas, preparation for events and clearing up afterwards.**
- Welcome Volunteers:** in the Welcome Lodge, greeting visitors, till operation, (training is given) giving general information about the Garden, the Friends Association etc.
- Any other skills** you are able to offer us which you think might be useful – please give details overleaf

Please indicate here the amount of time which you would be able to give:

- Half a day a week
- One day a week
- One day per fortnight
- One day a month
- Occasional basis

Please note that we cannot accommodate gardening volunteers at the weekends

Volunteers are essential to the continuing development and success of the Garden and are a respected and valued part of the workforce. Some have been with us for over 10 years supporting the work of the Botanic Garden in a variety of ways. Primarily we are looking for people who can offer enthusiasm, reliability and commitment. Particular skills are useful but not essential. Volunteering is a fun and rewarding way in which to help ensure that the Garden continues to develop and flourish. Do come and join us.

Name and Address: _____

Telephone: _____ Email: _____

If you are currently studying or applying for a course in horticulture, garden design or similar please could you give details overleaf.

In compliance with the Data Protection Act 1998, the information you provide on this form will only be used for the purpose of volunteering at the University Botanic Garden.

Details of horticultural background:

Details of other skills:

Volunteering at the University of Bristol Botanic Garden

Thank you for your interest in volunteering for gardening work at the University of Bristol Botanic Garden.

Introduction

The Botanic Garden is now well-advanced in the development of its new site at The Holmes in Stoke Bishop. The team at the Garden comprise the Curator, Glasshouse and Volunteer Co-ordinator, Garden Co-ordinator, three Horticultural Technicians (two of whom are part time) and a part time Administrator. As in all botanic gardens, the work here is complex and intensive and the additional help of volunteers is invaluable in helping us to achieve our goals.

Please note there is normally a waiting list for these opportunities so some time may elapse before you are contacted.

Why volunteer?

- You want to help us with the day to day maintenance and continuing development of an exciting new botanic garden.
- You wish to improve your own horticultural knowledge, perhaps in order to supplement a college course or in preparation for a career change
- You want the opportunity to work with an exciting range of plants
- You want to work with a team of like-minded people
- You want to work in a beautiful outdoor environment

What jobs will you be asked to do?

As in most gardens routine maintenance is essential. Volunteers help with this and tasks may include weeding, border work, leaf raking, path sweeping, pot washing, potting on, pricking out, staking, glasshouse work, digging and preparation of borders for planting etc. No special skills are required but you will receive training and guidance on everything you are asked to do. There is usually indoor work for wet weather.

IMPORTANT

The wide range of plants within the Garden are vitally important for education and conservation purposes, so we do ask you to understand the fragility of our collections whilst working within this environment. Guidance will be given by staff to ensure this.

General

You will be covered by the University's insurance policy while working on the premises.

We supply the tools you use.

All volunteers are required to wear safety footwear-this can be discussed at the time of your interview.

Fitness is important. Volunteers need to be fit enough to do basic gardening jobs.

We ask for a regular commitment and this could be anything from ½ day a week to 5 full days!

Volunteer hours are: 9.30am – 1pm and 2pm – 4.30pm (weekdays)

(There is a coffee break from 10 – 10.30am and lunch is from 1 – 2pm. Tea or coffee is provided.)

For the smooth running of the Garden, reliability and punctuality are important and appreciated.

If you wish to volunteer please complete the attached form and return it to the Volunteer Coordinator at the Botanic Garden and we will contact you

For further information please call 0117 3314905 and leave a message for the Volunteer Coordinator.