**APPENDIX G – Key responsibilities of our staff July 2021**

**Key responsibilities**

**Director ft**

* Strategic direction
* Financial and performance management
* External relationships (ACE etc)

**Volunteer and Operations Manager ft**

* Management and development volunteers
* Visitor Services, access and facilities management
* Environmental Action Plan lead

**Learning and Outreach Manager ft**

* Learning Programme development
* Developing new approaches to learning including digital
* Manage Learning Volunteers

**Community Curator ft**

* Community Engagement
* Collections Management
* Manage Curatorial Volunteers

**Marketing Manager pt**

* Marketing and PR Strategy
* Social media and digital content

**Lead Gardener pt**

* Develop and manage three historic gardens
* Manage Garden Volunteers

**Operations Officer pt**

* Front line and administrative operations
* Income development

**Volunteer Development Officer pt**

* Support for volunteers with additional needs
* Mental Health and Wellbeing for all volunteer teams

**Technical Officer pt**

* Informational Technology hardware and software support

**Learning Officer pt**

* Delivery of learning sessions/digital to schools and other learners
* Programme administration

**Outreach Officer pt**

* Delivery of outreach sessions to community groups
* Community engagement

**Duty Officer pt**

* Front line customer services and rotas
* Visitor data