

Receptionist

The Receptionist will be the first point of contact for visitors either by phone or in person. This role will involve cash handling, directing visitors and answering queries on the phone. It will also involve monitoring of CCTV and Alarm systems for which training will be given.



Administration

(with computer use and without computer use)

This role will involve supporting the staff and volunteers of the Trust with vital administrative support allowing them to deliver front line services. You will be taking bookings and enquiries for the use of the White House, dealing with correspondence, issuing mailings, preparing copies of the Trust Newsletter.

As there are many varied tasks, the administrative roles can be broken up into using or not using a computer so there is a supporting role to suit you. There is a possibility you may be able to work at home, although you would need to liaise with your nominated trustee regarding this.

(More detailed volunteer roles are available on request).



Support, Training & Expenses

Support will be provided to you from when you volunteer with the trust. You will have a dedicated Trustee to report to who will be on hand should you have any queries during your time with us.

Training is essential in order to equip White House Volunteers to provide the public with good quality advice and information. It is therefore essential that volunteers within the Trust, recognise the importance of their initial training and the need for ongoing, in-service training. After initial induction, it is expected that volunteers will undertake such training as and when appropriate.

The White House Trust encourages a policy whereby all volunteers have reasonable out of pocket expenses reimbursed by the Trust. Expenses are paid for travel to and from the White House and for any other travel undertaken as part of your voluntary commitment. If by your own choice however you decide not to claim your volunteer expenses, please ensure this is recorded as a donation.

As our cover says

You could be here and these are some of the reasons why people already volunteer with the Trust.

"To learn more about history"

"To meet new people"

"To gain experience which I didn't have before"

"I wanted to help in my community"

"The apple pies are great"

But the Trust also gains from having these volunteers, we gain:

The use of your valuable gifts and experience.

Being able to discover Your hidden talents.

Help with the operation of this cross community project.

Have you read enough now and you just want to get started? Well here's what you need to do.

- Complete a registration form - available from web site or contact the numbers below.
- One of the nominated Trustees will invite you along for an informal chat.
- Following your acceptance to volunteer you will be issued with a volunteer agreement – this will also be dependant on your references being returned.
- You will be invited along to induction training.

And then it's just a matter of

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For further information please contact
028 9080 1690 or 075 0204 6755

Or email: volunteers@thewhitehouseni.com



A Unique Volunteering Opportunity



Is your face here?

**If not, it could be -
Why not volunteer some time
with the
White House Preservation Trust**

www.thewhitehouseni.com



I would like to welcome you as a potential volunteer and thank you for considering offering your services to The White House. The dedicated team of volunteers has been crucial in our project of restoring The White House, and you would be joining people from across Newtownabbey and further afield who have freely given of their time in many areas to ensure this most important historical building has been restored for public use. Whilst your past skills and experience will be of great benefit to the White House Preservation Trust I hope, as a volunteer, you will enhance your skills, and perhaps develop some new skills in helping us with this exciting project.

Billy Webb
Chairman
White House Preservation Trust

The Building

The brief history of the White House is that of a fortified farmhouse dating back to the early seventeenth century. It is regarded as an extremely important B2 listed building, located in the north side of Belfast close to the shores of Belfast Lough. The first written evidence we can find of a building on the site is 1574 in a Noate from Queen Elizabeth the first.



It has significant historical associations as the site where William of Orange met up with the Duke of Schomberg before marching to the south of Ireland to the Battle of the Boyne in 1690. It later became a stable block following which it lay derelict, until the 1920's when a Christian group converted into use as a gospel Hall. They carried on their meetings at the White House until 1996 when it was purchased by Ulster Garden Villages on behalf of the Abbey Historical Society and was used as a local Heritage centre. The deteriorating condition of the building and health and safety concerns over its continued occupation led to a decision to close the building. When the Trust was formed it was transferred from the Historical Society to the Trust who have worked hard to ensure that funding was in place. When work is completed this cross community facility will house an exhibition about the grand old building itself, along with the Williamite and Jacobite wars and have facilities for various groups to use.

Theres a role for everyone!!

Volunteers are essential to what the White House is all about!! Being part of the local community which is central to the Trust ethos, so that others can learn, including you as a volunteer. To date, volunteers have played a significant role in the success of the project including getting the project to its current stage and with the Educational project.

As the restored White House will cover a broad range of themes, a volunteer role could be found to meet almost any knowledge or interest. While the most usual role will involve working with the public there are other opportunities. A brief description of the main volunteer roles include:

Exhibition Guide

As an Exhibition Guide you will be responsible for conducting tours of the various exhibitions housed within the White House including The History of the Building, The Williamite and Jacobite Trail and any touring exhibitions.

Gallery Attendant

The Gallery Attendant will support the Exhibition Guide and direct visitors around the building ensuring that visitor and colleagues health and safety is paramount. Gallery Attendants will also carry out light cleaning duties.

Coffee Bar Attendant

The Coffee Bar attendant will provide a refreshment service for visitors and colleagues, as well as the making of tea and coffee, this role will include cash handling and cleaning of the catering areas.

General Attendant

The General Attendant will form a very important role in the day to day running of the White House. This role will involve the preparation of various rooms for meetings, visitors etc. It will also form part of the maintenance work of the building and supporting the caretaker.



The volunteering scheme at the White House has been supported by the Department for Social Development under the small grants for volunteering programme.

