**Expression of Interest for Volunteering**

Thank you for considering volunteering with [Historic Environment Scotland](https://www.historicenvironment.scot/). Please complete and return to:

Anna Mitchell & Andrew Smith - Stewards  
E: [craigmillarcastle.vo@hes.scot](mailto:craigmillarcastle.vo@hes.scot)

Craigmillar Castle, Craigmillar Castle Road, Edinburgh, EH16 4SY

21 & 22 May 2023– please note these are optional

We do not ask prospective volunteers to fill out an application form as a first step. Instead, we offer optional taster sessions to give you the opportunity to visit the location, meet the team, and learn more about the organisation and role. This will allow you to make a personal judgement that you are happy with the physical requirements and time commitments. It will also provide an opportunity to discuss in confidence anything that you feel may be relevant to your volunteering experience so we can understand any personal needs or adjustments that might need to be considered.

If you have childcare or caring responsibilities, or would like someone to support you, you are welcome to bring them with you to the taster session. Alternatively, if you cannot make a session that is fine; you can drop into the location or chat to us on the phone/via video call.

At this time, volunteers must be 18 or over, eligible to volunteer in the UK, and meet Basic Disclosure Scotland requirements. Not all disclosed information is prohibitive and can be discussed in confidence. We offer induction & training for all volunteers so that people feel confident with the following skills:

1. To be approachable and enthusiastic.
2. To be able to take and act on instructions, including health and safety procedures.
3. For public facing roles, are comfortable communicating with our diverse audiences and are confident and happy to initiate conversations and provide directions and guidance as required.

If you enjoy the taster session or initial chat, we will then invite you to meet with us to get to know you better. This may be either on the taster session day or soon after via phone/video call. We don’t want it to feel like there are any surprise questions when you meet with us, so they are included for you below. We are keen to hear from any aspect of your life experience. If you would be more comfortable, you can also answer these by providing a written or personal statement (from education or non-education) or pre-recording of yourself. If you cannot provide suitable examples, we can suggest alternative roles or organisations to explore. We would like to learn:

1. Why you are interested in volunteering with us.
2. About a personal achievement or project you are proud of.
3. About a time you have contributed as part of a team.
4. About an example of how you communicate and engage with others.

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| Volunteer Role & Location/Site |  | | | | |
| Name (& pronouns if you would like to share these) |  | | | | |
| Contact details. Please mark with X if you have a preferred contact method you would like us to use. | | | | | |
| Phone |  | | | |  |
| Email |  | | | |  |
| **Data Protection Statement**  The information that you provide on this form will be used to process your expression of interest. The personal information that you give us will be used in a confidential manner and managed in accordance with General Data Protection Regulations. We may also use the information if there is a complaint or legal challenge relevant to this recruitment process. By signing the form, we will be assuming that you agree to the processing of sensitive personal data in accordance with our registration with the Information Commissioner. By signing we assume that you are eligible to volunteer in the UK and will provide sight of a valid Visa if required. | | | | | |
| Signature (typed is acceptable if returning digitally) | |  | Date |  | |