**Tour Guide - Role Description**

**Purpose of role**

We are looking for volunteers to lead guided tours of up to 20 people around the West part of the cemetery. Your role will be to conduct a tour of around 70 minutes, explaining the meaning of some of the cemetery’s symbolism, informing visitors about the cemetery’s history, and sharing the stories of some of the people buried here. Full training will be provided.

**Organisational position**

Reporting directly to the Volunteering Manager

**Key responsibilities**

* Guide visitors along a set route of the West cemetery
* Impart relevant information and answer questions
* Share your enthusiasm for the cemetery and its history

**What we are looking for in our volunteers**

* Enthusiasm for learning about the Cemetery and those interred here
* Excellent communication skills
* Reliability and good time-keeping
* Presentable and professional
* Ability to remain mobile and stand for the tours outdoors

**What's in it for you?**

* The opportunity to develop your knowledge of history and culture
* Experience of working as part of a busy heritage site
* Experience of working with the general public
* Experience of working as part of a team
* Development of communication skills

**Time Commitment**

Tours are delivered both weekdays and weekends. Weekday tours are delivered at 1.45 only. At weekends, guides are ideally able to commit to 2 or 3 tours in a day.

**Expenses**

Travel will be reimbursed up to a limit of £10 per return journey

**To apply**

Complete our [Volunteer Application Form](http://highgatecemetery.org/uploads/Volunteer_application_form.pdf)