Thurrock Council volunteer role description

Helping to Care for Coalhouse Fort Volunteer

Supported by	Arts, Culture and Heritage Service
Role summary	We're looking for volunteers to help us look after Coalhouse Fort, improve and monitor its condition. By joining us, you'll be helping to prevent further wear and tear on this important historic site. This role is only suitable for those aged 18 years-old or older.
Location	Coalhouse Fort, Princess Margaret Road, East Tilbury, RM18 8PB
How to apply	Complete the application form at www.thurrock.gov.uk/volunteering

Tasks and responsibilities

Our **Volunteer Preventative Maintenance Plan** for Coalhouse Fort is a practical guide, it sets out tasks that volunteers can help with to protect and preserve this historic site. These tasks fall into 4 categories, please let us know when completing your application if there is a particular area that you would like to support. These categories are:

1. **Building maintenance:**
    - Gentle cleaning to accessible areas
    - Checking the building for damage to windows, doors, brickwork and timber etc
    - Light touch maintenance such as repainting doors and windows
    - Reporting any damage found or issues

2. **Open space maintenance**:
    - Grass cutting
    - Clear paths of debris
    - Weed management
    - Clean heritage signs
    - Trim sapling growth

3. **Monitoring and recording**:
    - Inspection the site and record any ecological sightings (e.g. bats, owls)
    - Take photos of the site and help maintain a photo archive
    - Monitor and report any signs of heritage crime e.g. graffiti, unauthorised digging or deliberate damage to the Fort.

4. **Site understanding**:
    - Help to count visitors to track site usage
    - Share updates on social media to help engage the community
    - Help report on volunteer activity and site condition

Skills and experience

This role is great for anyone who:

- Enjoys history and nature
- Likes working with others and helping out

- Has good communication skills
- Wants to learn – training will be provided

Time commitment

- Activities will usually take place once a month, but we're flexible
- We'll agree on a schedule that works for you

Support you will get

We'll help make sure you feel supported every step of the way:

- We'll cover agreed expenses
- You'll get induction training
- Ongoing guidance and support will be available

This does not require a Disclosure and Barring Service (DBS) check.