

Job Description: **Part-time/Temporary Volunteer & On-Site Supervisor – Yarmouth**

**Role Overview**

The Maritime Archaeology Trust (MAT) are seeking an enthusiastic people-person, with strong organisational and communication skills.

The post is initially for 2 days a week (Friday and Saturdays – onsite from 9am to 5pm) and for 6 months. There is potential for this to be extended/expanded in the future as the project develops.

This role will be based at Dive In! To SEA HISTORY (at the former Yarmouth Primary School site) and combines supervision of volunteers with day-to-day operational oversight and a quality visitor experience. Effective communication with volunteers and colleagues is essential to ensure the site operates efficiently and safely.

**Key Responsibilities**

- Be the primary on-site representative and key point of contact for volunteers, visitors and contractors.
- Work closely with mainland-based and Island-based colleagues and an existing group of enthusiastic and active volunteers.
- Oversee daily operations of the site, ensuring smooth and professional delivery of activities.
- Ensure the site is open to the public on designated days with volunteer support, and that it delivers a high-quality visitor experience.
- Oversee retail operations, including stock, cash handling, occasional banking and associated systems management (NB, small shop with low-value items)
- Undertake administrative requirements associated with site operations, including regular and effective communication with MAT colleagues, e.g. visitor figures, visitor/volunteer feedback etc.
- Maintain the general upkeep and presentation of the site, coordinating maintenance where required.
- Oversee and grow an active volunteer programme at Yarmouth, ensuring alignment and effective communication with wider MAT volunteering opportunities.
- Recruit new volunteers and lead onboarding processes.

### **Key Responsibilities continued**

- Coordinate volunteer rotas, roles, and activities
- Oversee health and safety compliance, including risk assessments, safe working practices and completion of safety/operational check-lists.
- Please note: occasional additional weekend and evening work may be required to support operations and events.

### **Person Specification**

#### **Essential Skills & Experience**

Excellent organisational and multitasking skills.

Effective communication and interpersonal skills.

Ability to coordinate and motivate volunteer teams.

Computer literate and willing to use digital systems for communication, documents and related to shop.

First Aid qualification (or willingness to undertake training).

#### **Desirable**

Experience with volunteers/volunteering.

Retail, cash-handling (small scale) and administrative experience.

Knowledge of health & safety compliance in public-facing environments.

#### **Miscellaneous**

No knowledge of Maritime Archaeology is required for this post, though an interest in heritage would be beneficial.

### **Key Information**

**Start Date:** ASAP

**Contract Length:** 6 months

**Working Days:** Fridays and Saturdays

**Hourly rate:** £14.00

**Location:** Dive In! To SEA HISTORY, former Yarmouth Primary School, Mill Lane, Yarmouth, Isle of Wight, PO41 0RA

**Contract Type:** Temporary / Part-time

#### **How to Apply**

Please email [amanda.bowens@maritimearchaeologytrust.org](mailto:amanda.bowens@maritimearchaeologytrust.org) with the Subject: '**Dive In Yarmouth Job**' to request an application form. Please note, **only** completed application forms will be considered (not CV/email).

**Closing Date:** 11<sup>th</sup> September 2026

*DRAFT Job Description – Yarmouth Volunteer & On-site Supervisor*

*Last updated: 28/08/26*