

## The Norris Museum - Volunteer Role Description

Title: Bridge Chapel Volunteer

<b>Role summary - why we need you!</b>	<p>In January 2017 The Norris Museum took on the management of the Bridge Chapel.</p> <p>As part of its commitment to opening the chapel more often, we are recruiting volunteers to support opening it at weekends over the summer months, allowing people to see inside and find out a bit more about it.</p>
<b>Where:</b>	Bridge Chapel St Ives
<b>When:</b>	A rota covering weekends from May to September (for 2017 from August)
<b>Commitment:</b>	<ul style="list-style-type: none"><li>• A regular or ad hoc morning or afternoon on Saturday or Sunday</li><li>• Minimum commitment of once a month to keep up knowledge</li><li>• To enable the best outcome for both volunteers and the museum, it is hoped that volunteers stay in their role for a minimum of 6 months</li></ul>
<b>Duration:</b>	Summer season - Ongoing
<b>Desirable Requirements:</b>	<ul style="list-style-type: none"><li>• An interest in local history</li><li>• Keen researcher</li><li>• Good communicator</li><li>• Enjoys meeting people – adults and children</li><li>• Happy to work on own</li></ul>
<b>Duties and activities:</b>	<ul style="list-style-type: none"><li>• It is proposed that the following activity will be carried out by pairs of volunteers. However this is subject to sufficient number of volunteers committing to the rota</li><li>• Collect Chapel keys, information pack and mobile phone from museum.</li><li>• Open the Chapel and welcome any visitors</li><li>• Answer questions visitors may have or facilitate their visit in an appropriate manner</li><li>• Advise visitors of the health and safety aspects of being in the Chapel</li><li>• Ask visitors for feedback on their visit where appropriate</li><li>• Should you wish, you will also have the opportunity to research aspects of the Chapel and, at the Director's discretion,</li></ul>

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	have this included in the information pack.
<b>What we will provide for you:</b>	<ul style="list-style-type: none"><li>• Training on opening, closing and other practical procedures relating to the Chapel</li><li>• Information relating to the Chapel to support answering visitors questions.</li><li>• Supportive friendly atmosphere</li><li>• Shadowing other volunteers and learning “on the job”</li><li>• Regular update and input meetings</li></ul>
<b>We hope you will:</b>	<ul style="list-style-type: none"><li>• Have fun!</li><li>• Meet the time commitments and standards agreed</li><li>• Give us as much notice as possible if you are unable to provide support</li><li>• Support and respect St Ives Town Council’s Health and Safety, Data Protection and Equality standards</li></ul>
<b>Additional information:</b>	<ul style="list-style-type: none"><li>• As this role involves working with adults and children we may need to carry out a DBS check on volunteers in this role</li><li>• Any information about you is kept strictly confidential as is our legal obligation</li><li>• You are responsible for you own personal safety</li></ul>
<b>Reports to:</b>	Learning and Outreach Officer
<b>How to apply:</b>	<ul style="list-style-type: none"><li>• Please contact <a href="mailto:info@norrismuseum.org.uk">info@norrismuseum.org.uk</a> or 01480 497314 for an application form</li><li>• Two references from individuals over the age of 18 in a professional capacity will be required</li></ul>

Thank you for your interest in volunteering for The Norris Museum. Promising applicants will be invited to have an informal chat with the Learning and Outreach Officer before being offered a place on the team.

We very much appreciate our volunteers and do our best to make the experience with us enjoyable and rewarding.

**The purpose of this role description is to set out the reasonable expectations of both St Ives Town Council and the volunteer. The volunteering arrangement is not a legally binding one and may be cancelled at any time at the discretion of either party. This role is purely voluntary and is not intended to create an employment contract now or in the future.**