

The Norris Museum - Volunteer Role Description

Title: Community Outreach Volunteer

Role summary - why we need you!	<p>We are looking for additional volunteers to help take history-themed craft activities out to family events in the community.</p> <p>Help raise the profile of the museum by offering families the opportunity to join in with creative crafts, and get hands-on with real museum artefacts, while providing them with more information about the museum and the services it offers.</p> <p>The role will include preparing and restocking the wealth of craft activities the museum has in store for these events, as well as researching and preparing new activities to fit in with additional topics as required.</p>
Where and When:	These take place all year round, on weekends and weekdays, at locations throughout Huntingdonshire, both indoors and outdoors.
Commitment:	We are looking for a commitment of at least one half day a week. To enable the best outcome for both volunteers and the museum, it is hoped that volunteers will stay in their role for at least six months.
Duration:	Ongoing
Desirable Requirements:	<p>We are looking for people with...</p> <ul style="list-style-type: none">• An interest in history• Experience of teaching or working with children/adults in either a formal or informal setting• Enthusiasm - happy to muck in and get involved• Good communication skills• Team player• Computer literate - or a willingness to learn• Heavy lifting desirable, but not essential
Duties and activities:	<p>Assisting with event and session delivery may include (but is not limited to)...</p> <ul style="list-style-type: none">• Supervising workshops and craft activities at the museum and within the community• Ability to relate to all ages• Developing and resourcing various activities• Loading, unloading and transporting equipment to different venues

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	<ul style="list-style-type: none">• Setting up and packing away
What we will provide for you:	<ul style="list-style-type: none">• Supportive and friendly atmosphere, shadowing other staff and volunteers and learning "on the job"• Opportunity to work on interesting heritage projects and learn new skills, such as IT and craft skills• Regular update and input meetings• Occasional training days• There is a limited volunteer fund for travel expenses to venues outside of St Ives
We hope you will:	<ul style="list-style-type: none">• Have fun!• Meet the time commitments and standards agreed• Give us as much notice as possible if you are unable to provide support• Support and respect the St Ives Town Council's Health and Safety and Equality standards
Additional information:	<ul style="list-style-type: none">• As this role involves working with adults and children we may need to carry out a DBS check on volunteers in this role• Any information about you is kept strictly confidential as is our legal obligation• You are responsible for your own personal safety
Reports to:	<ul style="list-style-type: none">• The Community Officer and/or Learning and Outreach Officer
How to apply:	<ul style="list-style-type: none">• Please contact the museum (info@norrismuseum.org.uk or 01480 497314) for an application form• Two references from individuals over the age of 18 in a professional capacity will be required

Thank you for your interest in volunteering for The Norris Museum. Promising applicants will be invited to have an informal chat with The Community Officer and/or 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.