

The Norris Museum - Volunteer Role Description

Title: Learning and Outreach Volunteer

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| Role summary - why we need you! | <p>We are looking for additional volunteers to join our fantastic team in assisting the Learning and Outreach Officer with the preparation, delivery, development and evaluation of our formal learning programme, offered to primary schools.</p> <p>The aim of all of the above is to support interactive and hands-on learning for all, using the museum's varied and fascinating collection, as well as helping to keep The Norris Museum at the heart of the Huntingdonshire community it serves.</p> |
| Where and When: | <p>School sessions take place during the week, during term time, within the school day – usually in the morning.</p> <p>These take place at schools within St Ives and across Huntingdonshire, as well as our new community room and on the galleries at the museum itself.</p> <p>Timings vary, but plenty of notice is always given.</p> |
| Commitment: | <p>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.</p> |
| Duration: | <p>Ongoing</p> |
| 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 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, preparation and development may include (but is not limited to)...</p> <ul style="list-style-type: none">• Leading and/or assisting workshops for primary age school children• Developing and resourcing various school activities and projects• Helping to load, unload and transport equipment to different venues• Setting up and packing away• Processing teacher and pupil feedback |

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| 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 offsite• 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 you own personal safety |
| Reports to: | <ul style="list-style-type: none">• The 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 <p>Two references from individuals over the age of 18 in a professional capacity will be required</p> |

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.