

The Norris Museum - Volunteer Role Description

Title: Reminiscence Volunteer

<p>Role summary - why we need you!</p>	<p>We are looking for volunteers to join our fantastic team in assisting the Community Officer with the preparation, delivery and evaluation of our reminiscence programme, offered to care homes, day centres and community groups across Huntingdonshire.</p> <p>The aim of all of the above is to support, engage and enable a positive hands on experience, using the museum's varied and fascinating collection to enable positive experiences, trigger conversations, as well as helping to keep The Norris Museum at the heart of the Huntingdonshire community it serves.</p>
<p>Where and When:</p>	<p>Reminiscence sessions take place during the week. These sessions take place in care homes, day centres, and community venues across Huntingdonshire as well as in the community room.</p> <p>Timings vary, but plenty of notice is always given.</p>
<p>Commitment:</p>	<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>
<p>Duration:</p>	<p>Ongoing</p>
<p>Desirable Requirements:</p>	<p>We are looking for people with...</p> <ul style="list-style-type: none"> • An interest in history • Experience of working with adults in either a formal or informal setting. • Ability to relate to older people • 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
<p>Duties and activities:</p>	<p>Assistance with session delivery may include (but is not limited to)...</p> <ul style="list-style-type: none"> • Leading and/or assisting sessions for older people • Leading and/or assisting sessions for intergenerational events <p>Assistance with session preparation and evaluation may include (but is not limited to)...</p> <ul style="list-style-type: none"> • Developing and resourcing various activities and objects • Helping to load, unload and transport equipment to different venues • Setting up and packing away • Processing visitor feedback • These may take place during the week, or on the day of events and sessions.

The Norris Museum - Volunteer Role Description

Title: Reminiscence Volunteer

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 reminiscence 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 Community 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.