

The Norris Museum - Volunteer Role Description

Title: Talk Volunteer

<p>Role summary - why we need you!</p>	<p>The museum offers a range of historical talks to local groups, these are very popular and demand for them is growing. We are looking to put together a team of Talk Volunteers, who can support the Learning and Outreach Officer in delivering existing, as well researching and delivering new talks about Huntingdonshire's History.</p>
<p>Where:</p>	<p>Talks usually take place at the meeting place of the group that books them. These can be in any Huntingdonshire towns. However, since reopening, groups can also book to have a talk delivered at the museum itself.</p>
<p>When:</p>	<p>Usually weekday evenings, but also some mornings and afternoons.</p>
<p>Commitment:</p>	<ul style="list-style-type: none"> • An average of 2 talks a month throughout the year, or by arrangement • 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
<p>Duration:</p>	<p>Ongoing</p>
<p>Desirable Requirements:</p>	<ul style="list-style-type: none"> • An interest in local history • Keen researcher • Good communicator • Enjoys meeting people – adults and children • Ability to project voice • Enjoys performing • Happy to drive to various locations across Huntingdonshire • Happy to work on own
<p>Duties and activities:</p>	<ul style="list-style-type: none"> • Learning and delivering existing talks • Researching and preparing an historic talk on an aspect of local history, as agreed with the museum Learning and Outreach Officer
<p>What we will provide for you:</p>	<ul style="list-style-type: none"> • Training from staff or potentially from an approved trainer • Supportive friendly atmosphere shadowing other staff/volunteers and learning “on the job” • Regular update and input meetings • There is a limited volunteer fund available for travel expenses to venues away from St Ives

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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 St Ives Town Council's Health and Safety, Data Protection 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:	The Learning and Outreach Officer
How to apply:	<ul style="list-style-type: none">• Please contact the museum for an application form (info@norrismuseum.org.uk 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 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.