

VOLUNTEER ROLE DESCRIPTION

Learning Volunteer

Responsible to: Head of Learning; Learning and Community Outreach Co-ordinator

Purpose of role

Learning Volunteers have a vital role to play in supporting the work of the Division of Collections and Public Engagement to ensure that visitors of all ages and backgrounds have opportunities to engage with our collections and the stories they tell, and to help our visitors have a welcoming and positive learning experience in the Museum.

Key Tasks for this role may include:

- Support the delivery of the formal schools programme which includes school visits to the permanent and temporary galleries. Age groups will include EYFS/KS1, KS2, KS3, KS4 and 16+
- Support the delivery of the informal learning and public engagement programme which may include family friendly activities during the week-ends and school holidays and object handling sessions in the galleries.

We are looking for someone who is:

- Enthusiastic about the Museum and its collections
- Works well with children, young people and adults
- Enjoys bringing objects and stories to life in a dynamic and fun way
- Has an ability to work with a range of age groups, backgrounds and demographics
- Has an ability to research and develop their own knowledge of a topic and the Museum's collections, where necessary
- Has some, or is willing to acquire, knowledge of the subject areas covered by the collections

Support and training

Full induction training to include Welcome Host, an internationally recognised standard in customer care

Training, instruction and guidance around the formal schools programme, Museum objects and collections if and where necessary

Opportunities to take part in sector training offered by South West Museums Development Programme and the Dorset Museum Association

Rewards

- 10% discount in the shop and café
- Unlimited free entry to the Museum with one guest
- Free refreshments when on duty
- The chance to learn new skills and build up existing ones
- The opportunity to make new friends and work within a team
- Regular social events
- Monthly volunteer Newsletter

- The opportunity to work with, and support the preservation of, a nationally important collection

Volunteer hours

Due to the nature of the schools programme, some flexibility with attendance is always helpful. Duties for individual volunteers will be drawn from the following list according to their skills and interests and the wider work plan of the Museum.

General

- To comply with the Museum's Health and Safety Policy and to bring to the attention of the Commercial Director in the first instance any issues relating to the health and safety of employees, visitors or volunteers.
- To comply with the Museum's Safeguarding Policy and to bring to the attention of the named Safeguarding Officer any issues relating to Safeguarding of Children, Young People and Vulnerable Adults.
- To comply with the Museum's Volunteer Policy and the terms of the Volunteer Handbook.
- Ensure that your name badge is visible at all times when working in the public areas of the Museum.

Expenses are not available for this role, unless for a short-term placement where the volunteer is in full-time education.

The details contained in this volunteer role description reflect the content of this volunteering role at the date of being prepared. It is however possible that over time the nature of the role will change. Therefore, this volunteer role description may, from time to time, be revised.

The existence of this role description neither intends nor implies that any employment relationship is to be created either now or at any time in the future.

