

## The Norris Museum – Volunteer Role Description

<b>Title:</b>	<b>Learning and Outreach Volunteer</b>
<b>Role summary - why we need you!</b>	We run a formal education service for primary schools and a lively informal family learning programme with half term and holiday events. We also run workshops for people of all ages throughout the year. Volunteer Learning and Outreach Assistants help us run the activities for schools, families, young people, elderly people and other groups. You will help keep The Norris at the heart of the Huntingdonshire community it serves.
<b>Where:</b>	The Norris Museum; Huntingdonshire primary schools; community venues
<b>When:</b>	School sessions take place during the week, usually in a morning. Family activities run during school holidays and at weekends. Timings for other events vary, but a good amount of notice is given. Tasks are shared between a group of 5? Learning volunteers
<b>Commitment:</b>	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 a minimum of 6 months.
<b>Duration:</b>	Ongoing
<b>Desirable Requirements:</b>	Interest in History. Previous teaching experience or experience of working with children. Good communicator. Enthusiasm. Team player.
<b>Duties and activities:</b>	Supporting the Assistant Curator, Community Projects Officer and other volunteers in developing educational activities and projects; helping to lead workshops for primary age school children and other age groups; supervising workshops and craft activities for families at the museum or out in the community; setting up and packing away activities.

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<b>What we will provide for you:</b>	<p>Induction and Volunteer pack. Supportive friendly atmosphere, shadowing other staff and volunteers and learning “on the job”.</p> <p>Opportunity to work on interesting heritage projects and learn new skills e.g. IT and craft skills</p>
	<p>Regular update and input meetings. Occasional training days off site. Supervision and annual Appraisal. There is a limited volunteer fund available for travel expenses to venues away from the museum.</p>
<b>We hope you will:</b>	<p>Have fun! Meet the time commitments and standards agreed. Give us as much notice as possible if you are unable to provide the support. Support and respect St Ives Town Council’s Health and Safety and Equality standards</p>
<b>Additional information</b>	<p>As this role involves working with children, we will need to carry out a DBS check on all volunteers in this role. Any information about you is kept strictly confidential as is our legal obligation.</p> <p>Reports to : Assistant Curator/Community Outreach Officer</p>
<b>How to apply:</b>	<p>Please contact Curator Sarah Russell or Assistant Curator Gilly Vose <a href="mailto:info@norrismuseum.org.uk">info@norrismuseum.org.uk</a> 01480 497314 for an application form. 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. Once we have received your application form, you will be invited to come in for an informal chat.

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.**