

The Norris Museum – Volunteer Role Description

Title:	Reminiscence Volunteer
Role summary - why we need you!	Over the last few years The Norris Museum has developed its services for older people, involving them in projects with schools and leading reminiscence sessions with 'Memory Boxes' of objects, put together to encourage conversation and give participants in day care centres and residential homes an enjoyable experience. These sessions have been well received and we would like to develop what we can offer.
Where:	Care homes and day centres across Huntingdonshire
When:	We plan to deliver 8 reminiscence sessions/year at present.
Commitment:	6 half days/year 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.
Duration:	Ongoing
Desirable Requirements:	Enjoy meeting members of the public. Good communicator. Ability to relate to older people with cognitive impairments. Patience and ability to listen. Ability to deal with potentially stressful or moving situations. Team player.
Duties and activities:	Supporting the Assistant Curator and other Reminiscence Volunteers in preparing topics and ideas for reminiscence sessions; encouraging and engaging with participants; collating information and stories from participants during project work; setting out and packing-up activities.

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What we will provide for you:	<p>Induction and Volunteer pack. Training from an Alzheimers Society approved trainer. Supportive friendly atmosphere, shadowing other staff and volunteers and learning “on the job”. Opportunity to work on interesting heritage projects and learn new skills e.g. recording oral histories Regular update and input meetings. Regular supervision and annual Appraisal. There is a limited volunteer fund available for travel expenses to venues away from the</p>
	museum.
We hope you will:	<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, Data Protection and Equality standards</p>
Additional information	<p>As this role involves working with vulnerable adults, 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. Reports to : Assistant Curator</p>
How to apply:	<p>Please contact Curator Sarah Russell or Assistant Curator Gilly Vose 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.</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.