

The Norris Museum - Volunteer Role Description

Title:	Town Tour Guide Volunteer
Role summary - why we need you!	In 2014 The Norris recruited 2 volunteers to act as 'Town Tour' guides for the historic market town of St Ives. The walking tours they led for special interest groups and the general public were very popular and we would like to expand the programme to include more tour subjects, places and tour dates.
Where:	St Ives – and other Huntingdonshire towns
When:	At convenient times for the volunteer but will include evenings and weekends
Commitment:	2 days/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.
Duration:	Ongoing
Desirable Requirements:	An interest in local history. Keen researcher. Good communicator. Enjoys meeting people – adults and children. Ability to project voice. Enjoys performing. Happy to walk long distances. Ability to deal with first aid situations. Happy to work on own.
Duties and activities:	Researching and preparing an historic walking tour on an aspect of local history, as agreed with the museum Curator. Delivering a tour 2/year.
What we will provide for you:	Training from an approved trainer. Supportive friendly atmosphere, shadowing other volunteers and learning "on the job". Regular update and input meetings. Annual Appraisal. There is a limited volunteer fund available for travel expenses to venues away from St Ives.
We hope you will:	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

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Additional information	As this role involves working with adults and 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. You are responsible for you own personal safety. Reports to : Curator/ Assistant Curator
How to apply:	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.

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.