**Volunteer Role Description**

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| **Role title:** | Learning Volunteer |
| **Role location:** | Worcestershire County Museum - Hartlebury |
| **Time commitment:** | This role is needed during Monday – Friday on average for one day a week. |
| **What you’ll do:** | Purpose of Role – To support the Learning Co-ordinator within the Learning Team to assist with schools sessions, the education loans resources, administration of our schools material and help with learning/schools initiatives. .  Tasks include –   * Supporting the Learning Co-ordinator with workshops and family holiday activities * Admin tasks for education loans and schools * Computer based tasks, including online research, resource testing, building contact lists and helping with marketing campaigns * Support reviewing existing material in our education loans boxes |
| **What you get from the role:** | * Experience in a creative environment * Development of C.V. * Discount in the Museum Shop * Training and support * Annual social events, talks, and behind the scenes tours * Opportunity to help shape Museums Worcestershire’s visitor offer * Have fun! |
| **Skills you need** | We welcome interest from anyone 18 years and over, regardless of background or experience. All you need is enthusiasm.  Skills needed for this role:   * Creativity * Good communicator * Team workers who enjoy working with a diverse range of people * Well organised * Reliable * Some experience in the use of computers, including Word, Excel and Outlook * Some knowledge of the school curriculum (desirable) * Willing to learn practical methods of delivering learning |
| **Practical considerations:** | Volunteers will carry out their role throughout the year and volunteers need to be aware that the Museums Worcestershire sites can be cold during the winter months |
| **Application procedure:** | Complete and return a Volunteer Application Form to the Museums Learning Manager who will contact volunteers for a chat about the role. Volunteers will then be invited for an informal interview to discuss the role further. References will be requested as part of the application procedure but these may be personal references, and volunteers are encouraged to discuss any concerns they may have about this with the Museums Learning Manager. |
| **Contact:** | If you have any questions about volunteering for this role or would like to find out more about Hartlebury Castle contact:  Gemma Dhami  Museums Learning Manager  [Gemma.dhami@worcester.gov.uk](mailto:Gemma.dhami@worcester.gov.uk) |