



## **Volunteer and Learning and Skills Co-ordinator**

### **ROLE SUMMARY:**

To carry out a year-long programme of volunteer recruitment, training and development activities to support the work of Amberley Museum

This post is 24 hours per week, (with possibility of two 12 hours per week posts)  
Working days are flexible and by negotiation  
This post is a fixed term post for 12 months

### **Reporting Structure:**

Reports to the Director

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### **Duties:**

The postholder shall:

- Recruit more volunteers for the museum, especially from the 16-24 age group and arrange training for them in customer service and/or a food hygiene certificate and any other training needs requested by the Museum.
- Continue to recruit volunteer inmates from Ford Prison, with whom the Museum has been involved for at least 20 years and arrange training for them
- Develop effective processes for recruiting, selecting, training, developing and supporting volunteers
- Arrange training for our current team of 500 approx. volunteers in engaging schools and groups in educational activities, such as "try out" events
- Arrange free health and wellbeing checks for volunteers by Horsham Council's Wellbeing Hub
- Be a focal point for volunteers, working with the current voluntary volunteer co-ordinator to carry out more detailed induction processes, to monitor volunteering progress and carry out exit interviews. Be a point of contact between volunteers and other members of staff and develop improved communications.
- Form links with local schools, colleges and other educational establishments for future youth recruitment and also finding new ways to recruit working or retired members of the community.
- Share Amberley's heritage by accessing and engaging new audiences online
- Focus on areas where the Museum most needs new volunteers and how to staff previously unmanned areas every day that the Museum is open.
- Pilot a series of 5 digital workshops documenting volunteering and traditional crafts, to be made available via the website
- Carefully manage allocated budget and record expenditure

- Compile reports on progress and end of contract reports to meet requirements of funding grants
- Ensure that volunteers take reasonable care for the health and safety of themselves and of others who may be affected by their acts or omissions at work, report all accidents and near miss incidents. Ensure consistency of Health and Safety practices across all volunteer groups. Take immediate remedial action against any unsafe practices, broken equipment or potential hazards and report any such incidents to the Director. Use all equipment as trained observing all safe practices, so that accidents are avoided. To be familiar with all relevant Health and Safety and COSHH regulations.

## **KNOWLEDGE, SKILLS AND EXPERIENCE**

### **Essential:**

- Experience of working with voluntary sector groups, especially managing volunteers
- Experience of carrying out or organising training for volunteers
- Good written and oral skills
- Good computer skills
- Ability to analyse and problem solve
- Ability to set realistic targets and to motivate people to achieve them
- A self-starter with an ability to work flexibly

### **Desirable:**

- Experience of promoting heritage to communities and especially young people
- Budget and project management experience

### **Timescale**

The contract is for one year (approx. 24 hours per week over 52 weeks to be worked flexibly) starting as soon as possible.

### **Fees and Contract**

The fee for this contact is £9 per hour. You will be contracted by Amberley Museum and Heritage Centre

The person appointed will have the status of a self-employed person and will be responsible for their own tax, national insurance and professional liability.

### **Application Process**

Please send a CV and covering letter by Thursday 19 October 2017 to Leanne Clements, Director, Amberley Museum and Heritage Centre, Amberley, Nr Arundel, W Sussex, BN18 9LT or by email to [Leanne.clements@amberleymuseum.co.uk](mailto:Leanne.clements@amberleymuseum.co.uk). To discuss the post further, contact [Leanne.clements@amberleymuseum.co.uk](mailto:Leanne.clements@amberleymuseum.co.uk) or telephone 01798 831370