

# Volunteer Administrator

## Role Description

To provide administrative support with public enquiries, event bookings, and our extensive programme of activities.



**TIVERTON  
MUSEUM**

of Mid Devon Life



<b>Tasks you could do as an administrative volunteer</b>	<ul style="list-style-type: none"><li>• Assisting with record keeping and correspondence</li><li>• Assist with newsletters and mailouts</li><li>• Assist with events bookings</li></ul>
<b>Benefits</b>	<ul style="list-style-type: none"><li>• Use existing skills, or learn new skills</li><li>• Meeting new people</li><li>• 10% discount in the gift shop</li><li>• Regular volunteer socials</li><li>• A monthly newsletter</li></ul>
<b>Skills required</b>	<ul style="list-style-type: none"><li>• Excellent I.T skills</li><li>• To understand and work within the museum's GDPR and data protection policies</li><li>• Ability to carry out agreed tasks on your own</li><li>• Ability to liaise with staff and other volunteers</li></ul>
<b>Training provided</b>	<p>Related experience may be useful, but not necessary. We welcome potential volunteers to come and shadow a session or two to try it out to start with. Training is given 'on the job' and you will be supported by a supervisor and other members of the team. You will receive an induction to go through policies and procedures.</p>
<b>References</b>	<p>Please note that this role will require two references.</p>

If you are interested in this role and would like to find out more, please email [volunteer@tivertonmuseum.org.uk](mailto:volunteer@tivertonmuseum.org.uk) or phone 01884 256295