

Volunteer Co-ordinator

Role Description

The museum relies upon volunteers to help in all areas of our work. This role will help recruit and support the team of volunteers



**TIVERTON
MUSEUM**

of Mid Devon Life



Tasks you could do as a volunteer co-ordinator	<ul style="list-style-type: none">• Process volunteer enquiries• Support induction of new volunteers• Assist with training of volunteers• Liaising with staff to ensure that the experience of volunteering is inclusive and accessible• Organise regular volunteer celebrations and social events• Producing regular volunteer newsletters• Maintain records of volunteers
Benefits	<ul style="list-style-type: none">• Use existing skills, or learn new skills• Meeting new people• 10% discount in the gift shop• Regular volunteer socials• A monthly newsletter
Skills required	<ul style="list-style-type: none">• A friendly and approachable manner• A good understanding of safeguarding and confidentiality• An interest in historic objects and archives and the local area• Good I.T. skills to enter records etc• Ability to carry out agreed tasks on your own
Training provided	<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>
References	<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 or phone 01884 256295