

HORNIMAN MUSEUM

Volunteer Assistant – Part Time

Fixed term to 31 March 2012

Salary £8183 per annum plus supplement for Sunday working

Hours of work - 14 hours per week - 3½ hours per day across 4 days, preferably 10am to 1:30pm (includes some weekend working)

Are you enthusiastic about supporting people to access unique and exciting volunteering opportunities? Do you have strong administration and communication skills, as well as an ability to work with a diverse range of people sensitively and appropriately?

We're looking for a motivated, highly organised Volunteer Assistant with excellent inter-personal skills to support the Learning Department and our Volunteer Coordinator to deliver three thriving Volunteer Programmes:

- The Engage Volunteer Programme: our volunteers help to engage visitors with the collections and activities throughout the Museum.
- Our Gardens Volunteer Programme: our volunteers gain horticultural experience whilst helping our professional gardeners to maintain the 16 acres of award winning gardens.
- Our Schools Placement scheme: where work experience students occupy short placements with many different departments across the Museum.

Suitable candidates must be available for weekend and Bank Holiday working.

Security checking will be carried out for the chosen candidate.

The closing date for completed applications is Monday 18 April at 12 noon. Interviews will take place on Friday 6 May.

Please visit <http://www.horniman.ac.uk/more/vacancies.php> to download an application form and for details on how to apply.

The Trust is committed to equality of opportunity and welcomes applicants from all sections of the community.

Registered Charity in England and Wales No 802725.