

JOB DESCRIPTION

Part-time, 21 hours.

Includes regular weekend and evening working

Salary: £25,000.00 pro -rata

December July 2019 – April 2021



Job Title	Volunteering and Community Officer	Reporting to	Museum Director
------------------	------------------------------------	---------------------	-----------------

‘Sharing Cultures - Exploring Our Museum’, a National Lottery Heritage Fund project, will put local people at the heart of opening-up stories about collections relating to world cultures in our museum.

Through local partnerships with Access Migrant Support, Rosmini Centre and College of West Anglia, the museum will offer co-creation opportunities, volunteer recruitment, development and training and a sustainable outreach programme. These activities will be aimed at specific migrant communities as well as reaching non-visitors within our immediate locality.

Purpose of Job

This is a key post for bedding in sustainable volunteering operations across the museum. The post holder will increase participation of volunteers and of the community at Wisbech and Fenland Museum as part of the ‘Sharing Cultures’ project. They will:

- Develop opportunities to recruit more volunteers to support the work of the Museum.
- Make connections and develop partnerships with the local community (families, schools, colleges and diverse population) with a view to increasing participation.
- Raise awareness of the museum and expand the offer to engage communities.
- Promote the museum offer to the local and wider community using marketing techniques with the help of the wider museum team.
- Act as an ambassador for the museum, enhancing its reputation and profile within the community and with partners and stakeholders.

Key tasks and responsibilities

The Volunteer and Community Officer will ensure that a sufficiently large volunteer force of fully trained, supported, and engaged volunteers is in place to support Front of House, Collections, Events and Project work.

The officer will work with the Board of Directors and Acting Curator to shape and agree a community plan, which will ensure close working with a number of community groups and the process for continued engagement and two-way communication with the volunteers and the community.

- Recruit 20 volunteers to support the museum in visitor experience, caring for the collections and outreach
- Coordinate systems for the training and work of new and existing volunteers.
- Maintain volunteer policies, procedures and oversee induction and training schemes.
- Develop and source training opportunities to support the 'Sharing Cultures' project across the museum. Training to include, running guided tours, object handling, collections management and preventative conservation, and delivering learning sessions.
- Lead on two museum open days in collaboration with local tourist attractions.
- Devise and implement a programme of community event days as part of the project plan. Also find ways to link with existing local events and community networks.
- Working with the Collections Learning & Access Officer, coordinate workshops led by artists and creators.
- Lead on two specific outreach community co-curation projects: 'Mythical Creatures' and 'Celebrations' with exhibitions as outcomes.
- Recruit volunteer Curators from community groups to create a 'Sharing Cultures' touring exhibition.
- Develop and support a volunteer-led 'Museum on the Move' community outreach project.
- Work with the Collections Learning and Access Officer and the wider museum team to develop and deliver a programme of exhibitions and events including school teacher CPD events.
- Working with the Collections Learning & Access Officer, commission and promote EAL classes in the museum.

Person Specification

Person specification	Desirable/ Essential
Passion for the museum sector and its significance in providing quality learning engagement through collections	E
Able to demonstrate leadership skills and strong motivation skills	E
Demonstrable work experience of working with, supervising and supporting volunteers	E
Able and effective communicator (verbal and written)	E
Excellent interpersonal skills	E
Able to work on own and as part of a team	E

Able to demonstrate team-working ethos and strong motivation skills	E
Experience of IT: computer literate and social media skills	E
Able to work evenings and weekends as required	E
Educated to degree level or equivalent qualification in Education, Heritage Learning or Museum Studies	D
Experience of working in a museum or heritage organization in learning	D
Experience of project management in a museum or heritage environment	D
Experience of initiating and developing learning projects, using historical materials, buildings or collections	D
Experience of community or partnership working	D
Working knowledge of museum operations and collections care and interpretation	D

To Apply

Please send a completed application form and CV by email to Martin Lawrence, Director, info@wisbechmuseum.org.uk by 5pm on Friday 24 May 2019.

Interviews will be held at Wisbech & Fenland Museum on Friday 7 June 2019.