

## Volunteer Project 81, Learning and Public Programmes Volunteer

<b>Role</b>	<p>Depending on your availability, skills and preferences, there are three different types of role you may be interested in:</p> <ul style="list-style-type: none"> <li>➤ <b>Schools Volunteer</b></li> <li>➤ <b>Families Volunteer</b></li> <li>➤ <b>Public Programmes Volunteer</b></li> </ul> <p>You are welcome to apply to volunteer for one, two or all of these different roles/activities. If you are unsure which role you would prefer, we are happy to discuss this at interview.</p>
<b>Purpose</b>	<ul style="list-style-type: none"> <li>• To assist staff with elements of the administration and delivery of the Learning, Families and Public Programmes sessions in the Museum's Foyle Centre</li> <li>• To offer volunteers a unique opportunity to play a key role while gaining experience working with a national museum collection of historic importance</li> </ul>
<b>Responsible to</b>	Learning and Public Programmes staff
<b>Times/dates</b>	<ul style="list-style-type: none"> <li>• <b>School Workshops:</b> Monday to Friday, 9.00am to 14.30pm (term time only)</li> <li>• <b>Family Programmes:</b> School Holidays and Weekends, 10.15am to 16.45pm</li> <li>• <b>Public Programmes for Adults:</b> Ad hoc Evenings and Weekends, and Fridays 11.00am to 13.00pm</li> </ul>
<b>Location</b>	National Army Museum, Royal Hospital Rd, Chelsea, London SW3 4HT
<b>Main tasks</b>	<p><b>School Workshops:</b></p> <ul style="list-style-type: none"> <li>• Meet, greet and escort school groups from the Group Entrance to the Foyle Centre</li> <li>• Help Learning staff set up and deliver workshops and taught sessions (including moving furniture and handling collection items, arranging objects for display and setting out classroom resources)</li> <li>• Assist with the delivery of workshops and taught sessions on a variety of topics for different age groups (including supporting small groups with tasks and explaining handling collection items during group activities)</li> <li>• Help care for and maintain the Departmental Handling Collection</li> </ul> <p><b>Family Programmes:</b></p> <ul style="list-style-type: none"> <li>• Deliver craft-based activities for families</li> <li>• Assist with set-up of family events and activities</li> <li>• Assist with the development of family learning resources</li> <li>• Deliver object handling activities for family audiences</li> </ul> <p><b>Public Programmes for Adults:</b></p> <ul style="list-style-type: none"> <li>• Meet, greet and escort visiting adults to the Foyle Centre for events</li> <li>• Assist with the administration and delivery of public programmes (including</li> </ul>

	registering visiting adults for events)
<b>Skills/qualities</b>	<b>Would suit someone who:</b> <ul style="list-style-type: none"> <li>• Is friendly and approachable</li> <li>• Has a good standard of spoken English</li> <li>• Has good communication skills</li> <li>• Is willing to learn and be part of a team</li> <li>• Has an understanding of good customer service</li> <li>• Has an interest in military history</li> <li>• Has experience of working with children (for Schools/Families roles/activities only)</li> </ul>
<b>Support and Training</b>	<ul style="list-style-type: none"> <li>• Full in-house training will be provided, including a site induction; health and safety; museum object manual handling; and subject knowledge required to support sessions</li> <li>• Discount in the shop and café</li> <li>• Expenses (reasonable out of pocket lunch and travel expenses)</li> <li>• Volunteers' Handbook with helpful information about the role and the Museum</li> <li>• Regular feedback meetings with designated supervisor</li> </ul>
<b>Other key information</b>	<ul style="list-style-type: none"> <li>• The role may sometimes involve handling deactivated weapons (training will be provided)</li> <li>• The placement will be subject to a basic disclosure security clearance check</li> </ul>
<b>Benefits</b>	<ul style="list-style-type: none"> <li>• The opportunity to be part of a friendly and dedicated team</li> <li>• You will gain practical knowledge of UK museums and heritage education</li> <li>• You will develop practical skills and experience interacting with the museum's diverse audiences</li> </ul>
<b>Interested?</b>	<ul style="list-style-type: none"> <li>➤ The opportunity is open to everyone aged 18 and over interested in gaining experience in the museum sector and learning more about the National Army Museum</li> <li>➤ To apply please send your completed application form and covering letter explaining why you are interested in volunteering, to <a href="mailto:hr@nam.ac.uk">hr@nam.ac.uk</a></li> </ul>
<b>Closing Date</b>	➤ <b>12.00pm (Noon) on Friday 30 November 2018</b>
<b>For an Application Form</b>	➤ <a href="https://www.nam.ac.uk/volunteer">https://www.nam.ac.uk/volunteer</a>