

<b>West House and Heath Robinson Museum Trust</b>	<b>Volunteer Role Description</b>
Role Title	School Session Assistant
Purpose	Assist the Learning Officer in the delivery of workshops or events
Expectations and Responsibilities	<p>In this role you will...</p> <ul style="list-style-type: none"> <li>● Volunteer alongside the Learning Officer and/or Workshop Leader to offer a first class service to school children and college students.</li> <li>● Acquire knowledge relating to the life and works of Heath Robinson and/or arts and crafts techniques and/or the history of Pinner and the surrounding area; as appropriate to the session for which you are volunteering</li> <li>● Set up and clearing away tables, chairs and other equipment for sessions and activities</li> <li>● Accompany the Learning Officer on school/college visits</li> <li>● Use and maintain educational resources and equipment appropriately, ensuring that they are returned to their proper storage place</li> <li>● Lead parts of learning sessions, under the coordination and supervision of the Learning Officer and/or Workshop Leader.</li> <li>● Develop and maintain good relationships with teachers/lecturers and school/college groups</li> <li>● Maintain good working relationships with museum staff and other volunteers</li> <li>● Participate, if requested, in the training of other volunteers</li> <li>● Undertake other appropriate educational or learning assistance, as reasonable required by the Learning Officer</li> <li>● Follow Health and Safety &amp; Child Protection procedures</li> <li>● Maintain a level of excellent verbal communication with both staff and customers</li> <li>● Work in compliance with the Heath Robinson Museum Health and Safety, Equal Opportunities and Safeguarding policies at all times.</li> </ul>
Time Requirements	School and college sessions will take place when booked only, but should occur regularly during term time, possibly up to 3 times per week. Duration approx. 2hrs per session. Volunteers would be welcome to take part in 1 or 3 of these weekly depending on their available time. Outreach visits of the Museum Learning Team to schools and colleges are more ad hoc, less often and more variable in duration (can be 9-3).

<p>Skills, Qualifications and Experience</p>	<p>You need to be:</p> <ul style="list-style-type: none"> <li>● Organised with very good communication skills</li> <li>● Energetic with a friendly, chatty disposition</li> <li>● Enthusiastic about the Heath Robinson Museum and its aims.</li> <li>● Flexible/adaptable</li> <li>● Kind and supportive</li> <li>● Interested in helping the museum to develop an interesting volunteer role</li> </ul>
<p>Orientation and Training</p>	<p>Full training will be given by the Learning Officer or Museum Manager</p>
<p>Benefits</p>	<ul style="list-style-type: none"> <li>● Gain skills and experience whilst contributing to the work of Heath Robinson Museum</li> <li>● Meet new people and contribute your time and creativity to ensuring visitors, especially children enjoy their time at the museum.</li> <li>● Pass on knowledge, skills and experience to future generations</li> <li>● Inspire visitors to enjoy the Museum and the Education Programme it offers</li> <li>● Be part of an enthusiastic and professional team.</li> </ul>
<p>Job Location</p>	<p>West House and the Heath Robinson Museum, Pinner Memorial Park, Pinner, Middlesex HA5 1AE</p>
<p>Contact</p>	<p>Claire Linge, Heath Robinson Museum Learning Officer  <a href="mailto:claire@heathrobinsonmuseum.org">claire@heathrobinsonmuseum.org</a> or 020 8866 8420</p>