

<b>West House and Heath Robinson Museum Trust</b>	<b>Volunteer Role Description</b>
Role Title	Workshop 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 children, young adults, adults and families.</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>● 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 visitors and visiting 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	There are several different workshop and event models planned: some require a minimum of 3 hrs on an adhoc basis, others require a regular 2-3 hr slot per weekly.
Skills, Qualifications and Experience	<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</li> </ul>

	<p>aims.</p> <ul style="list-style-type: none"> <li>● Flexible/adaptable</li> <li>● Kind and supportive</li> <li>● Interested in helping the museum to develop an interesting volunteer role</li> </ul>
Orientation and Training	Full training will be given by the Learning Officer or Museum Manager
Benefits	<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>
Job Location	West House and the Heath Robinson Museum, Pinner Memorial Park, Pinner, Middlesex HA5 IAE
Contact	Claire Linge, Heath Robinson Museum Learning Officer <a href="mailto:claire@heathrobinsonmuseum.org">claire@heathrobinsonmuseum.org</a> or 020 8866 8420