Volunteer Role: School Session Assistant

Purpose

To support and help facilitate school workshops, working alongside the Museum Learning Officer and other members of the Team.

Heath Robinson Museum has a varied programme of workshops for schools designed to be fun, creative and informative. Through interactive exploration of Heath Robinson's work, students will gain hands-on cross-curricular knowledge, with a particular emphasis on creative thinking, invention, problem-solving, developing ideas and stories. Workshops support the National Curriculum in subjects such as Art & Design, Literacy and Science.

What's involved?

In this role you will…

- Volunteer alongside the Learning Officer and/or Workshop Leader to offer a first class service to school children and college students.
- 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
- Set up and clearing away tables, chairs and other equipment for sessions and activities
- Accompany the Learning Officer on school/college visits
- Use and maintain educational resources and equipment appropriately, ensuring that they are returned to their proper storage place
- Lead parts of learning session activities, under the coordination and supervision of the Learning Officer and/or Workshop Leader.
- Develop and maintain good relationships with teachers/lecturers and school/college groups
- Maintain good working relationships with museum staff and other volunteers
- Participate, if requested, in the training of other volunteers
- Undertake other appropriate educational or learning assistance, as reasonable required by the Learning Officer
- Follow Health and Safety & Child Protection procedures
- Maintain a level of excellent verbal communication with both staff and customers
- Work in compliance with the Heath Robinson Museum Health and Safety, Diversity and Equality, and Safeguarding policies at all times.

What skills and experience do you need?

You need to be:

- Organised with very good communication skills
- Energetic with a friendly, chatty disposition
- Enthusiastic about the Heath Robinson Museum and its aims
- Flexible/adaptable
- Kind and supportive
- Interested in helping the museum to develop an interesting volunteer role

What's in it for you?

You will gain skills and experience whilst contributing to the work of Heath Robinson Museum. We are a friendly active volunteer team and there is plenty of opportunity to meet people and contribute your time and creativity to ensuring visitors, especially children, enjoy their time at the museum. You will also gain satisfaction from passing on knowledge, skills and experience to future generations and inspiring visitors to enjoy the Museum and the Education Programme it offers. Like all our volunteers, you will get a 10% discount in our shop, 10% off event tickets when purchased at the till & free entry to museum exhibitions. We can reimburse public transport travel expenses up to £5 per day and provide free onsite parking for volunteers.

How much time do you need to give?

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).

Location

West House and the Heath Robinson Museum, Pinner Memorial Park, Pinner, Middlesex HA5 1AE

Contact

For an application form or to discuss anything, please contact Claire Linge, Learning Officer, claire@heathrobinsonmuseum.org