Volunteer Role: Workshop Assistant

Purpose

Assist the Learning Officer in the delivery of workshops or events.

What's involved?

In this role you will…

- Volunteer alongside the Learning Officer and/or Workshop Leader to offer a first class service to children, young adults, adults and families
- Acquire knowledge relating to the session given: 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
- Use and maintain educational resources and equipment appropriately, ensuring that they are returned to their proper storage place
- Lead parts of learning sessions, under the coordination and supervision of the Learning Officer and/or Workshop Leader
- Develop and maintain good relationships with visitors and visiting 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, Equality and Diversity, 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?

There are several different workshop and event models planned: these are usually approx 2 hrs duration but need 15 min either side for instruction and clear-up. These are usually in school holidays or occasionally at weekends. Occasionally longer sessions are planned. Help would be required adhoc for at least 3-5 of these sessions per year.

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