



Reg. Charity No. 1187853

Court Garden, Pound Lane, Marlow, Bucks SL7 2AE

## Learning Volunteer Role Description

### **About the role and key tasks:**

Our Learning volunteers support us in our work to broaden our audiences and encourage a wider range of people to engage with the museum and learn about the history of Marlow. This is primarily through developing and delivering activities for children and young people engaging through our Families, Schools, Uniformed groups and Young Volunteers programmes. Learning volunteers may also be called upon to support adult learning opportunities.

In this role you are likely to:

- support the delivery of formal learning visits for primary school aged children and Uniformed groups, either in school or in the community
- Assist with the development of a schools loans box programme
- Liaise with groups regarding session bookings
- Encourage children and young people to safely interact and handle museum objects
- Develop a work programme and supervise Young Volunteers
- Research content for learning sessions
- Develop simple art and craft activities related to the museum's collections or relevant local events for family audiences

Due to the nature of the role you may be required to undertake a DBS check.

You will be supported by the Learning and Events team leaders and the Museum Development Project Manager

### **Skills, experience and qualities**

No previous experience is required for this role. We will support volunteers to learn new skills and increase experience if required.

### **We hope you will bring:**

- an interest in local history, including the Marlow area
- Enthusiasm for working with children and young people
- an interest in teaching and facilitating enjoyable learning experiences
- good listening skills
- creativity
- The ability to work well with others

### **We will offer you:**

- Opportunities to learn new skills and build up existing ones

- The opportunity to make new friends and work within a team
- Reimbursement of reasonable travel expenses
- Discount in the M Cafe
- A programme of social events
- A regular Newsletter

**Volunteer hours:**

Flexible. Hours will be subject to the type of activity taking place. For example there will be a higher frequency of family activities during school holidays (approx 2 hour duration) and more formal schools sessions in term time (approx 3 hour duration).

If volunteering at the museum we encourage volunteers to attend during opening hours to ensure there is plentiful support on hand. Visit our website for current opening times.

If you would like to volunteer at other times please let us know and we would be happy to discuss how this might work.

**Location**

Various. Due to the nature of the role volunteers may be required to support activities at the museum or at other locations across Marlow and the surrounding area.

**Training and other opportunities**

All training for the role will be provided including an induction to the museum.

The museum organises a programme of volunteer social and training events throughout the year for all volunteers including a monthly informal meet up in the M cafe.

If you have particular interests or needs please highlight these to us so we can make any necessary adjustments.

**Application process**

Please contact us to discuss volunteering at the museum or request an application form. Alternatively you can complete the online application form via this link.

Following receipt of your interest in volunteering we will invite you to meet a member of the existing team. In this meeting we will share our volunteer agreement with you which outlines in full what you can expect from the museum and the behaviours we expect from our volunteers. **Please contact us if you would like to see a copy in advance of an introductory meeting.** We will also discuss any training you might need and other opportunities and benefits related to being a volunteer at Marlow Museum.

All roles at the museum include a trial period to ensure the role is right for you and the museum team.