

WEST BERKSHIRE MUSEUM VOLUNTEER ROLE DESCRIPTION AND PERSON SPECIFICATION

Volunteer Learning and Participation Assistant

** Please note: this role is based at West Berkshire Museum but may require working at Shaw House.*

The Learning and Participation Officer works with the museum, Shaw House and the Archaeology team to ensure that everyone in West Berkshire has a chance to enjoy and benefit from the district's heritage. This might be schoolchildren studying a particular topic, families looking for holiday activities or a community group working on a project in their own town or village. Your role is to assist in this by:

- Contributing to the development of activity sessions, school activities and other learning resources through ideas, suggestions, research etc
- Taking part in setting up and running activity and learning sessions
- Promoting the Activity Trolleys in the gallery and encouraging their use by the public
- Working with community groups and project partners in delivering outreach activities
- Cataloguing and researching objects coming into the handling collection
- Monitoring and recording use of handling collection for performance indicators

SKILLS OR KNOWLEDGE

You do not need any experience for this role but the following would be useful:

- A friendly outlook
- Enthusiasm for museum learning and getting visitors of all ages involved in activities
- Ability to keep accurate records
- General IT skills

WHAT WILL YOU GET?

- To work with a friendly team and take part in fun activities
- To contribute to the development of learning and participation activities of the museum
- Appropriate training
- Skills and experience for your CV

Please note: We carry out criminal record checks on all volunteers.

When? Monday - Sunday

Where? West Berkshire Museum and Shaw House

For further information please contact;

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