

## VOLUNTEER ROLE DESCRIPTION

<b>TITLE:</b>	<b>School Workshops Volunteer</b>
<b>REPORT TO:</b>	Sarah Cosgrove- Volunteer Coordinator Ashley Cox and Sam Armstrong – Learning & Development Officers
<b>LOCATION:</b>	Danum Gallery, Library and Museum
<b>PURPOSE OF THE ROLE:</b>	To support the preparation and delivery of school programmes for children aged 5-15.
<b>ACTIVITIES</b>	<ul style="list-style-type: none"> <li>• Assisting the learning team with setting up and clearing away school workshops</li> <li>• Assisting with workshop activities</li> <li>• Interacting with pupils and teachers during workshops</li> <li>• Creating and preparing resources for school workshops</li> <li>• Assisting with self-guided activities in the galleries</li> <li>• Assisting with the evaluation of school workshops</li> </ul>
<b>TIME FRAME</b>	Varied days Monday to Friday during term time, advanced notice of workshops will be given to the volunteer. Opportunities with the learning team are on-going.
<b>OUTCOME</b>	Volunteers will contribute to an educational, fun, and memorable school workshops.
<b>ABOUT YOU</b>	<ul style="list-style-type: none"> <li>• A keen interest in history and education</li> <li>• Willingness to get hands-on and engage with children</li> <li>• Willingness to volunteer in a busy and often noisy environment</li> <li>• Willingness to give new activities a go</li> <li>• An approachable and fun attitude</li> <li>• Experience working or volunteering with children is preferred, but not essential</li> </ul>
<b>WHAT WE OFFER</b>	<ul style="list-style-type: none"> <li>• The opportunity to introduce children to exciting historical topics and develop skills in working with children</li> <li>• Experience of delivering school workshops in line with the National Curriculum</li> <li>• A chance to meet new people and share your passion and skills with staff and other volunteers</li> <li>• Regular volunteer socials and get-togethers</li> <li>• CV and skills enhancement with references for long term volunteers working with us for more than 6 months</li> <li>• Travel expenses up to £5 per day will be available to volunteers.</li> <li>• On-going training opportunities</li> <li>• Working in a diverse, exciting, and unique building</li> <li>• Flexible hours to suit you</li> <li>• A friendly staff team</li> <li>• DBS check where relevant</li> </ul>