

## Volunteer Role Description

<b>Role Title:</b>	Learning Volunteer
<b>Role Purpose:</b>	We are looking for volunteers to help support school groups and families visiting London Museum Docklands, to ensure that they have an enjoyable and memorable visit.
<b>Role Description:</b>	<p><b>Main role:</b></p> <p><b>Term time weekday volunteering:</b></p> <ul style="list-style-type: none"> <li>• Meet and greet schools upon arrival and look after them during their visit</li> <li>• Assist schools during their time in the galleries, e.g. helping with activity sheets and answering questions</li> <li>• Support schools' workshops</li> <li>• Support staff to facilitate object handling for schools</li> </ul> <p><b>Weekend and school holiday weekday volunteering:</b></p> <ul style="list-style-type: none"> <li>• Support staff and freelancers in delivering a range of informal learning sessions for families including under 5's and their carers</li> <li>• Interact with families to support their learning and enjoyment during activities</li> <li>• Help with the preparation of resources and materials and support the delivery of large-scale events</li> <li>• Support staff to facilitate object handling for families</li> </ul>
<b>Role Reports To:</b>	Ria Mehta, Learning Coordinator

<b>Where:</b>	London Museum Docklands, No. 1 Warehouse, West India Quay, London E14 4AL
<b>When:</b>	<p>Ideally, we are looking for individuals who are available on a <b>weekly or fortnightly basis</b> and who are able to volunteer on weekdays or weekends during term time and weekends and weekdays during school holidays. However, if you are interested but unsure about time commitment, please get in touch, as we are keen to be flexible where possible.</p> <p>Introductory session: 27<sup>th</sup> February 2025 Induction and training: 13<sup>th</sup> March 2025</p> <p>It is expected that you attend the introductory session and training to fulfil this role effectively. <b>If you are unable to make these dates, please get in touch before the application deadline.</b></p>
<b>Duration:</b>	Ongoing
<b>Requirements:</b>	<p>It is not essential to have previous experience for this role, as you'll receive free training in working with schools and families</p> <p>We are looking for applicants who are confident in engaging with family and school audiences, approachable and friendly.</p> <p>You do not need prior knowledge of the collection, although an enthusiasm for the subject matter of the London Museum Docklands, and a willingness to convey this to others, is essential.</p> <p>Suitable for volunteers 18+</p>
<b>Our commitment to You:</b>	<p><b>Through this role you will gain:</b></p> <ul style="list-style-type: none"> <li>• Experience in a busy and creative environment</li> <li>• Experience of engaging with schools, children and young people</li> <li>• The opportunity to develop your knowledge of museum learning and the history of London</li> <li>• Experience of carrying out activities as part of a team</li> <li>• Development of customer service, communication and organisational skills</li> </ul>

	<p>We will reimburse you for expenses for travel and lunch of <u>up to £12 per day</u>.</p> <p>We will support your commitment to us with ongoing training and social events.</p>
<b>Why We Want You:</b>	<p>The Learning team here at London Museum Docklands are keen to increase our regular programming with a high quality, engaging offer which will help us reach more people with our collections and stories.</p>
<b>Notes:</b>	<p>This role requires a Basic Disclosure to be completed which the museum will arrange and pay for.</p> <p>London Museum is committed to equal opportunities and the establishment of a diverse workforce. The museum is accessible with wheelchair access and disabled WC.</p>
<b>For more information contact:</b>	<p>Ria Mehta, Learning Coordinator  <a href="mailto:rmehta@londonmuseum.org.uk">rmehta@londonmuseum.org.uk</a></p>