



Cambridge Museum of Technology

Charitable Incorporated Organisation No 1156685

Role Description

Job Title	Volunteer Coordinator (37 hours a week) Six week contract
Employer	Cambridge Museum of Technology
Salary	£2,800 for six week period
Responsible to	The Curator
Internal Relationships	Management Committee, Staff and Trustees
Responsible for	Embedding new volunteer management procedures at the Museum

Purpose of the Job

Cambridge Museum of Technology aims to create a welcoming, inspiring and fun environment where people can explore Cambridge's industrial and technological history and local working life.

We are an independent museum which relies on volunteers to deliver all aspects of our operations. Over the past year we have reviewed our volunteering policy and procedures, including adopting 'Better Impact', an online volunteer management tool.

The Volunteer Coordinator will help to lead on embedding these new procedures within the Museum's existing volunteering community and roll them out into the wider community to encourage new volunteers to join our team.

This role has been enabled by Arts Council England with the Cultural Recovery Fund.

Main Responsibilities

1. To establish the use of Better Impact amongst our existing volunteer community and potential volunteers.
2. To make inroads into community groups and volunteer centres in order to advertise our roles and attract a more diverse workforce, representative of our local community, so that the Museum is established as a cultural hub within the lives of local people.
3. To investigate training opportunities for volunteers and produce a training plan for our volunteers in order to enable individuals to feel fully equipped to carry out their role, in turn assisting with employability and life skills.
4. To ensure that volunteers are fully equipped to carry out their roles safely.

5. To promote volunteering in the media, at public events and online.
6. To recruit volunteers so that the Museum is appropriately staffed and is able to open to the public, and can operate effectively and safely, providing a warm welcome to our site.
7. To work closely with the curatorial staff to ensure the preservation of the Museum's heritage assets.

General Accountabilities

To be responsible for own safety and not endanger that of colleagues or visitors to the workplace.

To work in compliance with the Museum's policies, regulations and codes of conduct.

To ensure that output and quality of work is of a high standard and complies with current legislation and standards.

Some lone working may be required.

Some evening working may be required.

Overtime must be taken as time off in lieu and should be taken within two weeks.

May be required to perform duties, appropriate to the job, other than those given in the Main Responsibilities. The particular duties and responsibilities of the post may vary from time to time without changing its overall purpose or the salary level.

Person Specification for the Post

Essential (Must have)	Desirable (Should have)
Education and Training	Education and Training
A levels, NVQ level 4 or equivalent proven experience	
Knowledge and Experience	Knowledge and Experience
	Use of Better Impact or similar online volunteer management package
Working with volunteers	At least years' experience of working in a museum environment or the heritage sector
Independent working	
Working as part of a team and pitching in when necessary	
	Experience of drawing up Health and Safety risk assessments
Excellent time management skills, organisational skills and self-motivation	Working knowledge and understanding of current health and safety requirements.
Ability to communicate effectively and factually, both verbally and in writing	
Excellent IT skills (Microsoft Office software)	
	Experience of attending and reporting to management meetings and boards.

Terms and Conditions

Location	Cambridge Museum of Technology, The Old Pumping Station, Cheddars Lane, Cambridge, CB5 8LD
Hours of work	37 hours a week, ideally to include some hours on a Saturday or Sunday each week
Start date	17 th May 2021
End date	25 th June 2021

Cambridge Museum of Technology is committed to a proactive approach to equality, which includes supporting and encouraging all under-represented groups, promoting an inclusive culture and valuing diversity. We make selection decisions based on personal merit and an objective assessment against the criteria required for the post. We do not treat applicants or members of staff less favourably than one another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability (including HIV status), sexual orientation, religion, age or socio-economic factors.

Further information

For further information about this role and the Museum please contact Pam Halls by email or telephone. Pam.halls@museumoftechnology.com

How to apply

Please email your CV and a covering letter of no more than two sides of A4 to pam.halls@museumoftechnology.com.

Closing date is 5pm on Thursday 29th April 2021

Interviews will take place on Wednesday 5th May 2021