

Role description: Volunteer Co-ordinator

Role title:	Volunteer Co-ordinator
Project description:	The aim of the role is to support all the different volunteer roles and opportunities at the Russell-Cotes Art Gallery and Museum, including: assistance with the administration of the volunteer programme (recruitment, induction, training, communication, etc.); helping to cover gaps in the volunteer rotas; active promotion of volunteer opportunities in the local community; support for projects as and when they require volunteer assistance, including working with the curatorial team.
Project manager:	Ruaidhri O'Mahony, Visitor Services Team Leader
Where:	Russell-Cotes Art Gallery & Museum and off-site, promoting within the community.
Commitment:	Regular commitment will be necessary, ideally a day a week.
Duration:	This is a new Volunteer project and we envisage it becoming a staple part of our Volunteer programme.
Requirements: (skills etc)	<p>The candidate will need:</p> <p>Good interpersonal skills and an approachable manner. The ability to interact with the public, other volunteers and staff members.</p> <p>Willingness to learn about the Russell-Cotes and our history, our exciting exhibitions, and upcoming events.</p> <p>Good admin skills, happy to manage volunteer rotas, keep regular contact with volunteers, etc.</p>

	<p>Good organisational skills, to help with organising volunteer social events, volunteer training sessions, etc.</p>
<p>What's in it for you:</p>	<p>Making a hugely positive impact on the volunteer experience here, and contributing to the work of the Russell-Cotes.</p> <p>Proven work experience in supporting the promotion and administration of the Russell-Cotes.</p> <p>Direct experience of heritage industry.</p> <p>Gaining insight into the work of the Curators and being the first to hear about exhibitions and events.</p> <p>Joining this friendly team of volunteers.</p>
<p>Why we want you:</p>	<p>We are keen to involve more volunteers here at the Russell-Cotes. This will help us build stronger links with the community and help provide us with more hands, more skills and more experience to develop the museum in exciting directions. We need your help to keep this all on track.</p>
<p>Training:</p>	<p>Historic house Tour Volunteer Induction Fire Induction</p>
<p>For more information, contact:</p>	<p>Ruaidhri O'Mahony ruaidhri.o'mahony@bournemouth.gov.uk</p>
<p>Notes:</p>	<p>Tea and coffee is provided for volunteers in the staff room.</p> <p>We offer regular opportunities for volunteers to get together and meet each other. We also hold knowledge-sharing sessions with our Collections teams, and Curator-led tours of our main exhibitions so that you can get a great insight into the story and the collection.</p> <p>We do not usually pay volunteers expenses and we ask that prospective candidates consider the implications of this on their travel expense before applying.</p>
<p>Last Reviewed:</p>	<p>3 February 2020</p>