

VOLUNTEER ROLE DESCRIPTION

Volunteer Role Title: Learning Volunteer (Schools)

Volunteer Supervisor: Learning Officer

Hours: Flexible, but needs to be available during Cambridgeshire term-times

Location: The Stained Glass Museum, The South Triforium, Ely Cathedral, Ely CB7 4DL

What is a Learning Volunteer?

The aim of this role is to support the delivery of sessions for school groups at The Stained Glass Museum. This role would be suitable for someone who would like to share their interest in art, history, drama and/or science, and who has some experience of working with children and young people in school or community settings.

What is involved?

- Supporting the Learning Officer to deliver sessions for schools at The Stained Glass Museum
- Engaging and encouraging pupils to participate in practical art, craft and science activities
- Engaging and encouraging pupils to participate in small group activities i.e. asking prompt questions to keep discussions flowing between pupils
- Setting up and clearing away practical art and science activities
- Preparation of art and craft resources
- Meeting and greeting groups and offering support to navigate the Cathedral building i.e. finding the toilets; accessing lunch rooms/workshop spaces etc.
- For suitable and interested volunteers, the role could also include leading school sessions, costumed re-enactment and/or delivery of interactive storytelling sessions

When do I need to be available and what is the expectation?

We are flexible about how much time you give us, but ideally volunteers should be available one day a week (Monday to Friday) during Cambridgeshire school term dates. To enable the best outcomes for volunteers and the Museum it is hoped that volunteers stay in the role for a minimum of six months, but this role is ongoing.

Where will the role be based?

The role will be based at The Stained Glass Museum, The South Triforium, Ely Cathedral, Ely CB7 4DL. Please note the Museum is only accessible via a spiral stone staircase of 40 steps.

Subject to their agreement, volunteers may also be asked to accompany the Learning Officer on outreach visits to schools and local events.

What type of supervision will the role have?

The role will be supervised by the Learning Officer, who will support and guide tasks on a day-to-day basis. Regular review meetings will be provided in order to discuss progress and get feedback individually. The Learning Officer will also try to resolve any issues or concerns the volunteer may have, as well as support the volunteer to access opportunities for development.

We are looking for volunteers who:

- Are reliable, friendly and enthusiastic about the role
- Have a keen interest in art, history, drama and/or science
- Have the ability to work in a small team and on their own initiative
- Can demonstrate good communication and interpersonal skills, particularly with children and young people
- Have experience of working with children and young people in school or community settings
- Have an enthusiasm for and commitment to facilitating learning about the collection
- Are able to participate in some manual handling (e.g. setting up tables and chairs)
- Are creative and resourceful

What we will provide:

- A full induction and ongoing training necessary to the role
- Out-of-pocket expenses where receipts are provided, please see the Volunteer Handbook for details
- A named Volunteer Supervisor, with regular supervision meetings

Benefits of volunteering with us:

- Indulge your love of heritage with 'behind-the-scenes' access to the UK's only museum dedicated to stained glass
- Learn about the collection and work on creative projects with museum professionals, developing valuable work-related skills and practical experience
- Meet new people and have fun
- Be part of a close-knit team
- Be reimbursed for reasonable travel expenses
- Attend special volunteer events at the Museum
- Enjoy free entry to The Stained Glass Museum for the duration of your volunteering role

We hope you will:

- Meet time commitments and standards agreed, and let your named Volunteer Supervisor know if you are unable to provide the support agreed.
- Abide by the policies, procedures, and guidance contained within the Volunteer Handbook.

References:

Two references will be required from individuals over the age of 18.

This role may also require a basic DBS check, which will be paid for by The Stained Glass Museum.

How to apply:

If you wish to apply for this role, or would like to discuss it in more detail, please contact:

Name: Louise Hawksley, Learning Officer **Tel:** 01353 660347 **Email:** learning@stainedglassmuseum.com