



Gunnersbury Park Museum

Event Volunteer Role Description

Role: Event Volunteer

Status: Voluntary role, unpaid

Reporting to: Sharon Walters, Public Programmes Officer

Hours: Flexible hours as agreed with Public Programmes Officer. Event programme dependant.

This volunteer role will be based within the Public Programmes team in Gunnersbury Park's newly refurbished local history museum. Gunnersbury Park Museum is housed in a beautiful Regency mansion and serves the local boroughs of Ealing and Hounslow. The Public Programmes team is comprised of the Public Programmes Officer and a small group of volunteers. This team is responsible for creating and running a diverse programme of activities that highlight the heritage of Gunnersbury. Event Volunteers are vital to ensuring that there is an exciting and innovative range of events on offer and that they all run smoothly. These volunteers are creative, enthusiastic and personable. They are also eager to get involved and to gain an insight into how heritage public programmes are created and run.

This role may involve some light manual labour (e.g moving chairs and tables when setting up). This is optional, so please make us aware in your application process if you would prefer not to do so that we can adjust your tasks accordingly.

Please note that this role is voluntary and therefore unpaid, however Gunnersbury CiC is happy to be able to offer travel reimbursement up to a value of £8 upon proof of purchase, for each volunteer shift attended.

Responsibilities Include:

- Helping create and distribute promotional materials
- Supervising the distribution and completion of feedback and release forms
- Supporting the set up and take down of events, on and off site
- Creating and posting event information on social media



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- Assisting with problem solving to ensure the smooth running of events
- Contributing to the planning of events
- Assisting with events related admin tasks
- Photographing events

Person Specification

Essential Skills

- An enthusiastic, approachable and professional manner with all people
- Keen to engage with people in a variety of situations and settings
- Excellent attention to detail and presentation
- Eager to interact with a diverse range of people and community groups
- Excellent verbal communication skills
- Basic level of IT literacy (word and excel)
- Self-motivated and able to carry out tasks independently and as part of a team
- Willing to undergo a DBS check or currently holds a up to date DBS certificate

Desirable

- Enthusiasm for or knowledge of the history of Hounslow, Ealing and London
- Experience posting on social media in an official capacity
- Experience in a customer service role
- Interest or experience in a community or events focused role in the heritage sector

Terms and Conditions

- Full training will be provided for all volunteers
- This role is voluntary and unpaid. However, Gunnersbury CiC does offer travel reimbursement within London up to a limit of £8 per day with proof of purchase
- Applicants must be over the age of 18
- Applicants must be able to commit to regular shifts and to give the Public Programmes Officer as much notice as possible if they want to change or are unable to attend a shift

To apply please send a completed Application Form - which can be found on our website - or your CV and a short covering letter either via email to HowellAn@ealing.gov.uk or via post to Volunteer & Visitor Experience Officer, Small Mansion, Gunnersbury Park, Popes Lane, London, W3 8LQ. Please supply contact details of 2 referees. These may be contacted as part of your application process.

If your application is successful the Volunteer & Visitor Experience Officer will contact you to arrange an informal interview. During this session, you will be shown around the site and asked a few simple questions to gauge your suitability for the role.

Gunnersbury Park and Museum welcomes all applications and operates a fair and open recruitment policy, the aim of which is to ensure no job applicant, volunteer, intern, employee or worker is discriminated against either directly or indirectly on any grounds.



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