



Gunnersbury Park Museum Learning Volunteer Role Description

Role: Learning Volunteer

Status: Voluntary role, unpaid

Reporting to: Gareth Brettell, Formal Learning Officer

Hours: Flexible

This volunteer role will be based within the Learning Team in the newly refurbished Gunnersbury Park Museum. Gunnersbury Park Museum is housed in a beautiful Regency mansion and serves the local boroughs of Ealing and Hounslow. The Learning team is comprised of the Formal Learning Officer, and three Learning Assistants. This team is responsible for delivering all aspects of Gunnersbury's learning offer for schools and students. This includes delivering exciting, hands on indoor and outdoor education sessions focusing on history, science and art. Learning Volunteers are vital to ensuring that these sessions run smoothly and that the groups get the most out of their session. These volunteers are eager to help, good with multitasking, communicating and comfortable directing and speaking to large groups of children and adults. There is manual handling involved in this role, including helping carry and move tables, chairs and workshop equipment.

Please note that this role is voluntary and therefore unpaid, however Gunnersbury 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 groups explore our historic rooms and gallery spaces
- Assisting with group wayfinding, welcoming and movement around the museum
- Session set up and take down
- Supporting staff during sessions
- Helping supervise groups during lunch times
- Various admin tasks including collating feedback data

Person Specification

Essential Skills

- An enthusiastic and personable manner with all people
- Willingness to carry out physical tasks such as carrying tables and chairs for session set up
- Keen interest in social history and heritage
- Excellent verbal communication skills
- Self-motivated and able to carry out tasks independently as well as part of a team
- Experience working or volunteering with children of a range of ages and backgrounds
- Comfortable learning new skills and information

Desirable

- Enthusiasm for the history of Hounslow, Ealing and London
- A desire to gain a working understanding of how a heritage Learning team functions
- A degree or qualification, or working towards a degree or qualification, in a relevant field

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 give the Formal Learning 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 volunteering@visitgunnersbury.org or via post to Volunteer & Visitor Experience Manager, Gunnersbury Park Museum, Gunnersbury Park, Popes Lane, London, W5 4NH.

Please supply contact details of 2 referees. These may be contacted as part of your application process.

If your application is successful, after submission the Visitor Experience Manager 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.