

## **Role Description**

**Role Title: Volunteer Coordinator & Administrator**

**Salary: £16 per hour / Volunteer**

**Hours: 2 hours per week**

**Reporting to: Community Engagement & Project Manager, and the Chair of Wye Rural Museum Trust**

Brook Rural Museum is a unique museum, with a great collection of farming and rural life objects housed in a magnificent 14th century barn and 19th century oasthouse situated at the foot of the North Downs.

The museum is a charity operated by a group of experienced trustees and volunteers, who secured two substantial National Lottery Heritage Grants in 2022 and 2024. This has allowed the museum to employ a group of highly committed part-time staff who are working with trustees and volunteers to transform our activities and visitor numbers. For images and further information about the museum, visit: <https://brookruralmuseum.org.uk/>

We are looking for someone to help recruit and organise volunteers in Brook and Ashford, and the surrounding communities and to help with the museum's general administration.

The role will suit someone who enjoys working with and enthusing other people. Most of the work can be undertaken from home.

Depending on your circumstances this could be an entirely voluntary role (e.g. for someone who has recently retired and would like to take on a new and rewarding, people-facing role) or one for which the museum could **pay £16 per hour for two hours per week**.

This role is subject to an enhanced DBS (Disclosure Barring Service) check.

## Duties and Responsibilities

### A) Volunteer Management:

1. Attracting and recruiting new volunteers from Brook, Ashford and the surrounding communities, using a variety of digital and in-person channels.
2. Ensuring existing and new volunteers are engaged, supported and thanked for their service.
3. Organising rota of volunteers at the museum (both for summer opening hours and for our programme of annual events), and issuing reminders as required.
4. Ensuring volunteer documentation is read and signed, that appropriate DBS checks are carried out and that records are maintained in a secure manner.
5. Organising relevant volunteer training sessions throughout the year.
6. Organising an annual 'Thank You' Celebration for staff, volunteers and trustees.
7. Maintaining a log with details of active volunteers, and other relevant volunteer information for reporting purposes.

### B) Administration:

8. Acting as the first point of email and postal contact for those contacting the museum and responding to the same or passing on to the relevant staff member, volunteer or trustee as appropriate.
9. Completing other volunteer coordination and administrative duties as required.

## Person Specification

<b>Experience, Skills and Qualities</b>	<ul style="list-style-type: none"> <li>• Relevant experience working with and/or managing volunteers</li> <li>• Experience of recruiting, training and/or supporting volunteers.</li> <li>• Excellent communication skills.</li> <li>• Friendly and approachable character.</li> <li>• Computer and social media literate.</li> </ul>
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	<ul style="list-style-type: none"> <li>• Ability to plan, prioritise and deliver to tight timescales.</li> <li>• Experience working in the heritage sector (desirable but not essential)</li> </ul>
<b>Training and Support</b>	<ul style="list-style-type: none"> <li>• Full induction.</li> <li>• Regular updates.</li> <li>• Support, advice and guidance from the Brook Rural Museum staff and trustees.</li> </ul>
<b>Practical Considerations</b>	<ul style="list-style-type: none"> <li>• This role will require you to complete an Enhanced DBS check.</li> <li>• Occasional travel may be required.</li> <li>• Access to a vehicle will be beneficial.</li> <li>• It will be possible to conduct aspects of this role remotely.</li> </ul>

**How to apply:**

Please email your covering letter and CV to John Nightingale (Chair) at: [enquiries@brookruralmuseum.org.uk](mailto:enquiries@brookruralmuseum.org.uk)

**Deadline for Applications is Friday 28<sup>th</sup> February 2025.**

**Interviews will take place on Monday 10<sup>th</sup> March 2025.**