

## Community Access Scheme Volunteer Role Summary

<b>Role title:</b>	Community Access Scheme Volunteer
<b>Where:</b>	Leighton House Museum, 12 Holland Park Rd, London W14 8LZ
<b>When:</b>	<p><b>Pre-booked activity visits</b> will take place on either a Monday or Tuesday and sometimes on a Wednesday morning from June 2019 onwards.</p> <p><b>Training days</b> will take place in June and October (10am-4pm), <b>Networking events</b> will take place in April and December (early afternoon and evening).</p>
<b>How much of your time we ask for:</b>	Volunteering will be on an ad hoc basis when activities and events are booked in with the museum.
<b>Why we need your help:</b>	<p>We will be starting a Community Access Scheme and will need volunteers to assist the Community Engagement Officer and Community Group Leaders with pre-booked activity visits, training and networking events.</p> <p>Duties to be undertaken include:</p> <ul style="list-style-type: none"> <li>• Welcoming &amp; escorting community groups into the museum;</li> <li>• Setting up &amp; clearing out different rooms and spaces with resources &amp; refreshments;</li> <li>• Giving an introduction to the museum's handling collection;</li> <li>• Delivering conservation sessions.</li> </ul>
<b>Requirements:</b>	<p>Ideally you will have:</p> <ul style="list-style-type: none"> <li>• An interest in Victorian art, museum education and Middle Eastern art and culture;</li> <li>• A willingness to work and communicate with diverse community groups and individuals (including those with further needs and disabilities);</li> <li>• An amiable and pleasant manner</li> </ul>
<b>What's in it for you:</b>	<p>This opportunity will offer the right person a chance to get involved with the work of the museum and museum education. You will also receive training on:</p> <ul style="list-style-type: none"> <li>• Conservation</li> <li>• Handling the museum collection</li> <li>• Working with community groups</li> </ul> <p>Additionally we aim to make this experience sociable and you will be an important part of the team. We can offer receipted travel expenses to and from the Museum on volunteering days of up to £6 per day and refreshments.</p>

Commented [VCER1]:

<b>Notes:</b>	A full induction to the Museum and the role will be given, as well as ongoing volunteering-related training as required.
<b>For more information contact:</b>	Tracey Lazarus Volunteer Coordinator Leighton House, 12 Holland Park Road, London, W14 8LZ Email: <a href="mailto:tracey.lazarus@rbkc.gov.uk">tracey.lazarus@rbkc.gov.uk</a> Tel: 020 7471 9158