**Volunteer Role Description**

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| Role Title | Support to our Management Team |
| Organisation and who benefits | In our small organisation, this is role supports mainly the Secretary. |
| Purpose | To assist the secretary in some of the tasks for which he or she is responsible. |
| Benefits to the Volunteer | The role offers an opportunity to gain experience in the administration of a small charity as well as a small museum. Support to a small committee will be part of the role, which could easily grow as the volunteer might like. |
| Main Tasks | As agreed with the secretary and other officers, but (for example)   * responding to (or re-directing) queries and offers which come in to the Enquiries e-mail address through the website or directly. * Liaising with volunteers to identify training needs which could be met by the provisions of the county museums organisation. * Drafting returns and reports, to be reviewed by the Secretary and Chairman. |
| Skills / Experience | Ability to use a computer is very desirable. E-mail will be one of the main tools.  Experience with word-processed documents will be very helpful. |
| When | Very flexible. Perhaps five hours a week (working mainly from home, but closely with at least one of the trustees) would be reasonable, but could be increased as desired. |
| Support Offered | Induction training to allow you to understand what we do will be provided, with wider training available if you would like to expand into a larger ‘museum management‘ role.  In any case, the trustees will oversee and direct your voluntary work. |