



Volunteer Co-ordinator role description

About the museum

Maldon Museum in the Park is a volunteer run organisation which tells the stories of the people, places and events of Maldon. The museum is housed in the Edwardian former Park Keeper's Lodge by the main gates of Promenade Park, and houses a collection that reflects the social, domestic and industrial history of Maldon and the surrounding district over the last two centuries, and beyond. The museum showcases various aspects of Maldon's history including:

- Items from long lost local industries such as Sadd's Joiners
- A model of the Maldon East Railway Station
- A lovely old fire engine
- Items related to the barge history of Maldon
- A baker's oven
- Old shopfronts stocked with bygone packets and tins

There is not enough space to display everything, so the displays change annually. There is also a small shop with souvenirs and new and second hand books for sale. Younger visitors love the free children's quiz which encourages exploration of the museum.

Volunteers are at the heart of the museum and the Volunteer Co-ordinator role is key to ensuring that our team runs smoothly and everyone feels valued and involved in the life of the museum.

What will I be doing?

The key tasks for a Volunteer Co-ordinator are:

- Recruit new volunteers by placing adverts on social media, local press and by distributing posters to local venues
- Meeting new prospective volunteers and introducing them to the museum
- Completing a simple induction checklist with all new volunteers
- Providing training, or working with other volunteers, to new volunteers where required (this will involve being familiar with the basic running of the museum, including experience in the steward's role)
- To oversee and maintain rotas for the Volunteer Stewards
- Liaise with Chair of Trustees to ensure the wellbeing of volunteers
- To ensure all volunteers have accurate and updated information about the Museum through regular emails
- To arrange 2-3 volunteer informal social events each year.

(*) Full training and support will be provided for all of these tasks

Where will I be based?

When working with the museum volunteers, you will be based at Maldon Museum in the Park which is located by the main gates to Promenade Park. The address is: 47 Mill Road, Maldon CM9 5HX. Much of this role can be undertaken remotely.

How much time will I be expected to give?

This role requires some time commitment, averaging around three hours a week. However, as most of the role is undertaken remotely, these hours are completely flexible.

The museum is open from Easter – October on Wednesdays, Fridays, Saturdays and Sundays between 1-4.

What skills, qualities and experience do I need?

No experience or qualifications are necessary as this is a good opportunity to gain new skills. However this role would suit people who:

- Have an interest in people and enjoy meeting new people of all ages and backgrounds
- Are welcoming, approachable and helpful
- Reliable, well-presented and happy to take on responsibility for others
- Have good written and spoken communication skills, willing to share information with visitors
- Are proactive with a positive nature and have a constructive approach to getting the best out of others
- Are organised and good at keeping simple records to support the volunteer team
- Comfortable working as part of a team and independently
- Feedback to the Museum Manager and board of Trustees when required

What support and training will I receive?

All volunteers will receive a welcome induction session which includes an introductory tour of the museum. Each volunteer is given a Volunteer Handbook which provides all essential information. In your first few months you will be supported by the Museum Manager.

What will Maldon Museum in the Park expect from me?

- To deliver the friendly support needed for the museum volunteer team (as detailed above)
- To be reliable in attendance and dependable
- Maintain good working relationships with other volunteers, visitors and the board of trustees
- Undertake appropriate training and attend volunteer meetings
- Represent Maldon Museum in the Park in a positive manner at all times
- Have read and understood the museum's Health & Safety, Fire and Emergency Evacuation procedures

- Observe the Museum's policies and procedures – these will be highlighted as part of your induction.

What can I expect from Maldon Museum in the Park?

- A welcoming and enjoyable experience
- The opportunity to learn and develop new skills and experience
- To be treated fairly and with respect
- To become part of a friendly, motivated and dedicated team
- Recognition and appreciation for your contribution
- The opportunity to meet people from all walks of life and make new friends
- Satisfaction of giving back to the community; promoting the work of the Museum
- Gain valuable experience to enhance your CV and job applications

How to apply

To apply to be a Volunteer Steward please pop into the museum or apply online at enquiries@maldonmuseum.org.uk