

Volunteer Role Description

Learning Admin Assistant

What is a Learning Admin Assistant?

Our Learning Admin Assistants support the day-to-day running of the lively and vibrant learning department at Fulham Palace. In this administration position, volunteers will be able to take a hands-on role in the organisation and communication of the programmes we run at Fulham Palace. From marketing projects to bookings systems, there are plenty of opportunities to develop your skills and knowledge of historic site administration.



<p>What's in it for you?</p>	<ul style="list-style-type: none"> • Experience working behind the scenes within a learning department • Be part a small and welcoming team • Develop your skillset across a broad variety of areas to enhance your CV • To be involved with a positive and engaging volunteer culture including social events, outings, forums and our volunteer portal - where volunteers are able to contribute blogs posts; join in discussions with other volunteers, sign up to sessions and access all the information you need as a volunteer online • A reference when you have volunteered with us regularly for 6 months
<p>What's involved?</p>	<p>Learning Admin Assistants can engage with the learning team in various capacities according to their interests and availability:</p> <ul style="list-style-type: none"> • Supporting the administration of our busy schools booking system, including liaising with school contacts • Processing purchase orders, expenses and other finance tasks • Helping to write copy for marketing and Palace publications • Resource management and office organisation • Updating and developing our marketing channels to publicise our exciting events and school programme
<p>This role will suit people who...</p>	<ul style="list-style-type: none"> • Are keen to improve their administrative skills • Are happy to use a computer, in particular excel and other Microsoft packages • Are proactive and can take ownership of tasks • Will be happy to work independently and as part of a team • Have good written English and enjoy paying attention to detail and proof-reading
<p>Availability</p>	<p>Volunteers are encouraged to make a weekly or fortnightly commitment for 3 hours (either morning or afternoon), on a day Monday - Thursday.</p>

Main contact	Jean Shipton, Learning Assistant
Training/Resources	<ul style="list-style-type: none"> • Specific briefing and training as needed, and in line with your interest areas, and you will also have regular meetings to give and receive feedback about your role • Full induction including health and safety procedures, fire safety and customer service • Volunteers have an introduction period, this is a settling in time of around 6 weeks. At the end of this the Volunteer Development Officer will catch up with you, offering an opportunity for both parties to reflect and make any adjustments to the role that are needed • Access to our volunteer’s website, the “Volunteer Portal”, including a blog, downloadable resources, rota and events page
Getting to the Palace	<ul style="list-style-type: none"> • The nearest tube station is Putney Bridge • The nearest railway station is Putney • There are several bus stops within walking distance • We reimburse travel expenses up to £8 per session
What next?	<p>Please get in touch by completing an enquiry form, available at: http://www.fulhampalace.org/about/volunteer/ and please send your CV along with your enquiry form. You can also check our FAQs sheet here: http://www.fulhampalace.org/wp-content/uploads/2012/03/Volunteering-FAQs.pdf</p> <p>If you have any questions you can contact our Volunteer Enquiry Assistants by emailing volunteer@fulhampalace.org or telephoning 020 7751 2433</p> <p>Potential volunteers will be invited to an informal interview to discuss the role further in person.</p>
Fulham Palace values the involvement of volunteers; they enhance everything we are able to do. We are committed to offering volunteer opportunities of a high standard and welcome feedback.	