

Volunteer role description School membership assistant

What is the schools membership assistant?

Our school membership assistant will support us with the school membership scheme. From creating learning resources, to supporting members-only sessions, to writing newsletters, there is tonnes to get involved with. The membership scheme is brand new so we are looking for someone who is keen to get involved with a new and exciting project!



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| <p>What's in it for you?</p> | <ul style="list-style-type: none"> • experience working behind the scenes within a museum learning department • gain hands on experience of how learning activities are scheduled, organised and delivered in a historic house setting • be part of a small and welcoming team • develop your skillset across a broad variety of areas to enhance your CV • get involved with our positive and engaging volunteer culture including social events, outings, forums and our volunteer portal where you can access all volunteer information online • a reference when you have volunteered with us regularly for 6 months |
| <p>What's involved?</p> | <ul style="list-style-type: none"> • processing bookings • creating learning activities • keeping up to date records of member schools • writing newsletters • occasionally supporting school sessions |
| <p>This role will suit people who...</p> | <ul style="list-style-type: none"> • are creative • will be happy to work independently or as part of a |

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| | <p>team</p> <ul style="list-style-type: none"> • have some experience of working with children and/or young people • are happy to be DBS checked • enjoy spending time in a noisy and fast-paced environment • all ages welcome |
| Availability | Volunteers are encouraged to make a weekly commitment; however, of course volunteers will have holidays too! |
| Main contact | Alex Rankin, learning producer |
| Training and resources | <ul style="list-style-type: none"> • the learning producer will give you specific briefings and training as needed, and in line with your interest areas, and you will also have regular meetings with the learning producer and manager to allow you to give and receive feedback about your work • 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:</p> <p>https://www.fulhampalace.org/get-involved/volunteer-at-fulham-palace/</p> <p>If you have any questions you can contact our volunteer enquiry assistants by emailing volunteer@fulhampalace.org or calling 020 7751 2433</p> <p>Potential volunteers will be invited to an informal interview to discuss the role further in person.</p> |
| <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.</p> | |