

**Crich Tramway Village Foundations First Project JOB DESCRIPTION**



JOB TITLE: Volunteer Co-ordinator and Mentor

LOCATION: Crich Tramway Village

REPORTS TO: Tramway and Visitor Experience Manager

PRINCIPAL PURPOSE: To raise awareness of the volunteering opportunities available at the Museum to a diverse audience, ensuring that the Museum recruits and retains a strong volunteer workforce.

SCOPE OF WORK:

1. Promote the work of Crich Tramway Village to a range of organisations and individuals, developing partnership opportunities.
2. In conjunction with the Marketing team ensure the wide promotion of volunteering at the Museum through a diverse range of media.
3. Liaise with all Museum departments to ascertain the need and requirements for volunteer team members.
4. Induct new volunteers to the Museum and ensure that they receive the appropriate training and introduction to their host departments.
5. Develop a system for welfare support to ensure that volunteers settle effectively into their roles and gain fulfilment from their work, mentoring them where appropriate. Assist with any issues and difficulties encountered.
6. Ensure that effective risk assessment and safeguarding procedures are in place appropriate to all volunteers.
7. Develop a reward and recognition programme for volunteers.
8. Evaluate the contribution of volunteers recruited through the Project and the outcomes and benefits for each individual.
9. Liaise with the Database team to ensure that all volunteers are recorded on the system, including emergency contact and other relevant information.
10. Adhere to and support all Museum policies and procedures.
11. This job description is not exhaustive. The tasks described are representative of the duties it is expected that the post-holder will undertake. However, the job description content will be reviewed in consultation with the post-holder, to reflect the changing nature of the post.

THE TRAMWAY MUSEUM SOCIETY

BUDGETARY RESPONSIBILITIES

Assist managing the 'Crich Resilience-Foundations First' Budget' ensuring that outcomes are met and documented.

REPORTEES:

The Volunteer Administrator.

RELATIONSHIPS:

INTERNAL: All other TMS Personnel

EXTERNAL: Organisations and people supporting the project.

Job Holder:

Signed: .....

Date: .....

Manager

Signed: .....

Date