|  |  |
| --- | --- |
|  | **The National Tramway Museum - Volunteer Role Description** |

**Role: Facilities Volunteer**

**Responsible to: Engineering and Facilities Manager**

**Hours:** Flexible. Year- round.

**Key Relationships:** Facilities Team, Janitorial Services Supervisor, other volunteers and staff within the Engineering Department.

**Purpose of role:**

To assist the Facilities Team in providing an efficient and effective in house maintenance and janitorial support service, ensuring the security and preservation of the buildings and outside areas are maintained to corporate standards.

**Specific role:**

* You must be at least 16 years of age.
* Painting and Decoration – internal and external, including street furniture
* Joinery – maintenance of fixtures and fittings, windows, hinges, door handles etc
* Plumbing – unblocking sinks, waste pipes, drainage
* Hard Landscaping – maintenance of pathways, repointing pavers and setts
* Soft Landscaping – removal of vegetation, hand weeding and plant care
* Waste disposal – checking and emptying of public area refuse bins, litter picking
* Janitorial – checking and cleaning of washroom facilities, replenishment of consumables
* Porterage – moving items and helping setup events as required
* .To work with other relevant personnel and contractors on larger projects. These often take place during winter months when the Museum is closed to the public.

Please note: This role is based outside and can be physically demanding

**General Role:**

* To act as a representative and ambassador for Crich Tramway Village and the National Tramway Museum.
* To ensure the health and safety of visitors, volunteers and staff by following designated procedures.
* To work within the guidelines of the Volunteer Policy and related organisational policies (i.e. Safeguarding, Health and Safety, Equal Opportunities, Access, etc)

**Relevant qualities:**

* An enthusiastic attitude
* An interest in working with people
* Reliability and flexibility
* Good interpersonal skills
* An interest in the work of museums, tramways and social history

**Desirable skills and experience:**

* Experience of / willingness to work as part of a team
* Pleasant, friendly manner, polite under pressure
* Trade skills, NVQs or other relevant building qualifications
* Experience of working outdoors and use of engineering tools / equipment