



The  
Postal  
Museum

# SCHOOLS VOLUNTEER



## THE POSTAL MUSEUM

The Postal Museum opened as a new heritage attraction in Central London in 2017. Alongside interactive exhibition galleries visitors can take a subterranean ride through the tunnels of the old Post Office Underground Railway – Mail Rail – for the first time in its 100-year history.

The Postal Museum tells the story of postal communication and its impact on a global society. We aim to expand access to our collections, grow an increasingly diverse audience and inspire everyone to make richer and more meaningful connections in their lives.

## VOLUNTEERING AT THE POSTAL MUSEUM

Volunteers have a long history with The Postal Museum, donating time to our collections since 1991 when we were known as The National Postal Museum.

We are committed to offering varied and inclusive volunteer roles, from Curatorial projects to enhancing the Visitor Experience, to satisfy the many different motivations you have to donate your time.

In return for your dedication, time and passion we offer you support and opportunities to achieve your own learning ambitions, connect with other like-minded people and share your own knowledge and skills.

## SUPPORTING YOU

To enable you to volunteer with us you can claim reimbursement for agreed travel expenses up to £10 per day.

## JOINING UP

To apply for any volunteer roles at the museum, please complete the accompanying expression of interest form on our website.

A paper copy is available on request from [volunteers@postalmuseum.org](mailto:volunteers@postalmuseum.org) or 0300 0300 700 (extn.603).

## THE ROLE

Would you like to support our schools programme?

If you are passionate about learning outside the classroom, friendly and enthusiastic we would love you to join us at The Postal Museum to ensure our school visitors have an enjoyable and memorable visit.

You will have the opportunity to be part of an experienced, friendly team, gaining new skills in interacting with diverse audiences and hands-on experience of engaging schools.

Find out more about our schools programme here: [postalmuseum.org/visit/for-schools](https://postalmuseum.org/visit/for-schools)

### 1. RESPONSIBILITIES

- Meet and greet school groups with a warm and informative welcome briefing.
- Accompany school groups between activities ensuring they get the most out of their visit, introducing activities and trails in the galleries, and showing groups to the Lunch Space and schools facilities.
- Support with Learning Facilitators to set up sessions, and participate alongside accompanying parents and teachers.
- Actively gather feedback from teachers, through feedback forms.

### 2. TRAINING

This is an excellent opportunity to gain training on engaging young people with museum collections, along with basic health and safety training covering safeguarding.

Ongoing support from our experienced museum learning team will ensure that any gaps in your knowledge or experience is filled.

### 3. REQUIREMENTS

- An interest in helping children and young people learn.
- Good communication skills with the confidence to deliver a friendly welcome briefing to a group.
- Willingness to collaborate with a small team, and also complete tasks independently.
- A proactive approach to raising any health and safety or safeguarding concerns with staff to ensure the wellbeing of the schools groups is maintained at all times.

### 4. DATES AND TIMES

We are looking for volunteers who are available one weekday, weekly or fortnightly from 10.00-14.00 during term-time. Due to the level of training and development involved in this role, we would like to invite volunteers who are able to commit to the summer term from 20 April 2020.

## 5. HOW TO APPLY

Please complete an expression of interest form through the website by Tuesday 24 March:  
[postalmuseum.org/volunteer-expression-of-interest](https://postalmuseum.org/volunteer-expression-of-interest)

If selected, you will be invited to a Schools Volunteer selection afternoon on Thursday 2 April or Tuesday 7 April. Please state which date suits you in your expression of interest form.

## 6. ADDITIONAL INFORMATION

Schools volunteers will be asked to complete a basic DBS check through The Postal Museum before they are invited to join the programme. If you have any questions about this please do not hesitate to contact the Volunteer Manager on [volunteers@postalmuseum.org](mailto:volunteers@postalmuseum.org)

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