

# Schools and Learning Volunteer

## Role description



**When** Express your interest today. Volunteer roles start on a rolling basis. When we receive your application form, we'll be in touch to arrange a chat for you to find out more about the role. Then, you'll take part in a shadow shift at the museum.

Schools and Learning Volunteer training will be scheduled in Autumn 2022.

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**Where** The Postal Museum, 15-20 Phoenix Place, London WC1X 0DA

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**Reporting to** Sally Sculthorpe, Schools and Early Years Manager

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**Purpose of the role** Would you like to support our schools and learning programmes?

We are looking for volunteers to support school visits. If you are passionate about learning, friendly and reliable we would love to hear from you. Volunteer with us and support school visitors to The Postal Museum to have an enjoyable and memorable visit. There will also be opportunities to volunteer with our families, access, and community programmes.

This role will suit volunteers with an interest in museum learning, and an enthusiasm for enriching school visits in a museum environment. You will gain hands-on experience of engaging students of all ages with our experienced, friendly Schools team.

Find out about our schools programmes: [postalmuseum.org/visit-us/schools/](https://postalmuseum.org/visit-us/schools/)

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**Responsibilities** You will have the opportunity to volunteer across The Postal Museum site, including Mail Rail, Sorted! The Postal Play Space and Learning Spaces.

**Daily responsibilities:**

- Greet and support school groups during their visit, escorting school groups to their activities. School visits can include an interactive session, Exhibition Galleries, Mail Rail ride, Sorted! and a lunch break
- Assist Learning Facilitators to set up and take down sessions and support session delivery as required
- Support evaluation by encouraging teachers to fill in feedback forms

**Additional opportunities**

- Support family activities in school holidays e.g. Arts and Crafts
- Support 'Post Early' events for neuro-diverse children and families
- Support community events and activities

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<b>Requirements</b>	<p>This role will suit someone who:</p> <ul style="list-style-type: none"><li>▪ Has good communication skills and a friendly, welcoming approach to engage teachers and students of all ages.</li><li>▪ A desire to develop new skills and knowledge and help children and young people learn,</li><li>▪ Is willing to work on your own and in a team being security conscious, aware of Health and Safety and safeguarding.</li></ul>
<b>Time commitment</b>	<p>School visits take place between 10.00 – 14.00 on Tuesdays and Wednesdays and some Thursdays and Fridays in term time.</p> <ul style="list-style-type: none"><li>▪ You will be asked to commit to a regular weekly or fortnightly session, on weekly or fortnightly basis</li><li>▪ You can indicate your preferred day of the week – Tuesday, Wednesday or Thursday.</li></ul> <p>Schools and Learning Volunteers will be required to undertake an induction and training session and be willing to undertake a basic DBS check.</p>
<b>Training</b>	<p>You will receive training from our Schools Team on how to communicate with children of different ages and abilities and health and safety training covering safeguarding procedures.</p>
<b>What you can expect</b>	<p><b>We can offer you:</b></p> <ul style="list-style-type: none"><li>▪ Experience of working in a museum environment and develop knowledge of museum learning</li><li>▪ Opportunity to develop new skills and gain work-based experience as part of a busy team</li><li>▪ Experiences of engaging children and young people of different ages and abilities</li></ul> <p><b>Support provided:</b></p> <ul style="list-style-type: none"><li>▪ Full induction and training</li><li>▪ Ongoing support from supervisors</li><li>▪ Travel expenses reimbursed (up to £10 per day of volunteering)</li><li>▪ Lunch expenses reimbursed (up to £5 per day of volunteering)</li></ul>
<b>Interested?</b>	<p>Please visit <a href="https://postalmuseum.org/volunteer">postalmuseum.org/volunteer</a> to complete an expression of interest form. This form is also available in a paper format should you require it.</p>
<b>Contact</b>	<p>If you would like to discuss volunteering with Learning team at The Postal Museum further please contact Sally Sculthorpe, Schools and Early Years Manager by emailing <a href="mailto:schools.team@postalmuseum.org">schools.team@postalmuseum.org</a></p>

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