



Weston Museum Volunteer Role Description

Role Title:	Admin Volunteer Under the direction of the Volunteer Coordinator
Role Summary:	<ul style="list-style-type: none"> • To support museum staff with day to day administration tasks as required • To maintain accurate and efficient communication with staff/volunteers/visitors and the museum's wider audience
Role Description:	<ul style="list-style-type: none"> • To accurately compile and maintain the museum databases • Preparation of print materials • Making telephone calls • Answering the telephone and message taking • Researching information • Giving administrative support to staff and volunteer projects • Digital and paper filing • Taking bookings and dealing with enquiries
Requirements:	<ul style="list-style-type: none"> • Good IT skills • Methodical approach to tasks • Good social skills, friendly telephone manner • A commitment to good customer service • Good organisational skills • A commitment to the importance of confidentiality/GDPR policies • The ability to complete tasks unsupervised
What's In It For You:	<ul style="list-style-type: none"> • Experience in working in and administrative environment • Improve IT skills • Improve customer service skills • Ongoing role specific training • Increased confidence and wellbeing • Being part of a team and meeting likeminded people
Why We Want You:	<ul style="list-style-type: none"> • To support museum staff/volunteers in the smooth running of the museum and its services
Notes:	Weston Museum promotes flexible volunteering and as such does not require a minimum time commitment from our volunteers however you may be contacted about your volunteering needs if you are unable to volunteer at all for a consecutive 4 week period.
For more information, contact:	Volunteer Coordinator; Lisa.clemons@wsm-tc.gov.uk 01934621028