



Administration Volunteer – Role Description

Are you computer literate? Do you want to practice or refresh your administration skills? We are looking for admin volunteers to support the day to day operations of the museum.

Volunteer tasks:

You will support museum staff with day to day administration tasks such as; data entry, filing, typing photocopying and research.

Transferable skills you can gain from this role:

- Experience working in an administration role
- Enhanced IT skills
- Increased confidence and wellbeing
- Customer service skills
- Telephone skills and message taking
- Health and Safety awareness
- Other role specific training

Skills required: Reasonable IT skills and a working knowledge of Microsoft office is required for this role along with a friendly telephone manner and an organised approach to tasks.

A commitment to the importance of confidentiality/GDPR policies is also an important part of this role.

Potential time involvement: The museum is open 6 days a week from 10am – 5pm; admin shifts can be booked at any time during opening hours subject to office availability.

Responsible to: Volunteer Coordinator.

Training and Support: Full training will be given alongside ongoing support from staff and other volunteers as needed. **Out of pocket expenses are paid.**

For more information and to apply please contact our Volunteer Coordinator;

Lisa.clemons@wsm-tc.gov.uk
[01934 621028](tel:01934621028)