

Ripon Museum Trust

Job Description and Person Specification

Post:	<u>Volunteer Development Officer</u>
Location:	Ripon Museum Trust Office (The Workhouse Museum, Allhallowgate)
Salary:	£8,677.24 (£17,354 per annum equivalent)
Post Length:	Two years from appointment.
Hours of work:	18.5 hours (0.5 full time)
Responsible to:	Volunteer and Operations Manager
Safeguarding:	This position is subject to an enhanced Disclosure and Barring Service (DBS) check.

The Ripon Museum Trust is seeking an organised, enthusiastic and engaging person to review, improve and evaluate the mental health and wellbeing benefits of volunteering. The postholder will help RMT to develop an outstanding volunteering offer by working with diverse stakeholders to provide support and demonstrate impact. The 'Volunteering for the Soul' project is funded by the COINS Foundation which has worked in partnership with the Trust since July 2018. Developing this work into the future is a key strategic aim for RMT and this postholder has a great opportunity to contribute to that journey.

Our work at Ripon Museum Trust is guided by our mission and the postholder's key strategic area is highlighted within it below:

*"RMT will use the unique trio of the Workhouse, Prison & Police and Courthouse Museums, collections and the stories they tell to help people explore big issues such as fairness, equality, justice and welfare. Through excellent engagement, programming and outreach, together we will inspire people to become compassionate and active citizens, shaping society for the better. **We will work for greater participation in our heritage which will enrich lives and improve wellbeing. Volunteering is integral to our organization; at our core we work as one team. We will make a positive impact on Ripon and the region's cultural and economic capital**".*

We want to further develop all our processes for all our volunteers, enabling them to quickly become part of our organisation, develop their skills and experience and grow in confidence within the Trust. We envisage this being a core development track that everyone follows with a menu of additional support and development available depending on people's interests and needs.

Job Description – Job purpose, duties and responsibilities

The post-holder will be required to:

- Work with the Volunteer and Operations Manager to further develop and deliver all of our processes for volunteers coming into the Trust. This will include a core offer that anyone interested in volunteering will go through and additional options for people with specific interests or support needs including mental health awareness.
- Represent the Trust with local groups including HADCA and Connecting Ripon, to raise awareness of the volunteering opportunities that we can offer.
- Directly promote and market what RMT has to offer to a range of referring agencies including: North Yorkshire County Council, local GPs, Harrogate Borough Council and private providers.
- Meet with prospective volunteers referred and those self-referred to evaluate their needs, discuss activities, opportunities and their interests in order to create an action plan of volunteering.
- Support the recruitment and training of volunteers to 'buddy' with new volunteers to help their integration into the Trust.
- Work with the Volunteering Assistant to support specific volunteers who are placed in the garden and maintenance teams. Work with the Volunteer and Operations Manager and other team leaders to ensure all relevant health and safety, equal opportunities and other policies and procedures are implemented as appropriate.
- Work with RMT volunteers across all teams where a support need is identified.
- Work with other staff across other areas of RMT to involve volunteers eg. Learning, Outreach and Community Curation.
- Administer project records, evaluation and data collection.
- Design and carry out quantitative and qualitative evaluation
- Be familiar with and able to access local information sources in order to signpost participants.

Note: Notwithstanding the Job Purpose and Duties & Responsibilities included in this job description, the post-holder must be prepared to undertake additional tasks, duties and responsibilities at the discretion of the Museum Director and that fall within the strategic objectives of the Ripon Museum Trust. This may include working on a rota at the frontline and on emergency call out.

Principal Relationships

Volunteer and Operations Manager and other staff

Trustees

Ripon Museum Trust Volunteers

Members of the public

Community organisations

Person Specification:	Essential	Desirable
Knowledge and Experience		
Aware of issues around mental health and wellbeing	✓	
Experience of mentoring.	✓	
Experience of working in Administration	✓	
Experience of Microsoft Office suite esp. Word, Outlook and Excel Databases and digital delivery platforms	✓	
Experience of data collection and project evaluation		✓
Experience of writing and delivering training programmes		✓
Experience of working in a health and social care setting		✓
Experience working in a heritage setting		✓
Experience of working with volunteers	✓	
Proven ability to work within a team	✓	
Personal Skills		
Organisational and administrative skills and the ability to work under pressure	✓	
Ability to promote the health and wellbeing benefits and social benefits of volunteering within a museum to external partners and prospective participants	✓	
Ability to write SMART action plans according to identified need.	✓	
Excellent listening skills	✓	
Ability to meet objectives and work to deadline	✓	
Excellent verbal and written communication skills	✓	
Able to work alone without supervision		✓
Good time management skills	✓	
Able to work well to an agreed standard of delivery	✓	

Post holders will be expected to be flexible in undertaking the duties and responsibilities attached to their post and may be asked to perform other duties, which reasonably correspond to the general character of the post and are commensurate with its level of responsibility.

Ripon Museum Trust is an equal opportunity employer. We welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation, gender identification or age.