Volunteer Role Description

Role: Education Team Member

Team: Education Team

Role Purpose: To help ensure that all structured learning experiences delivered by the museum are safe, enjoyable, stimulating, and rewarding for everyone taking part.

Reports to: Education Team Lead

About The Long Shop Museum
The Long Shop Museum is housed in a cluster of historic buildings in the Suffolk market town of Leiston. The buildings are survivors of the original 19th century works site of Richard Garrett and Sons. Garretts were world-famous manufacturers of steam engines and other agricultural machinery, and the Museum has important collections relating to farming machinery, steam traction, tools and commercial and domestic products that were made by the works during its 200 year history - from sickles to steam engines, from seed drills to tumble dryers, and from threshers to cardboard box makers.

The Museum site covers over an acre. It includes historically and architecturally important and protected buildings. The Long Shop itself – a prototype for assembly line production – is unique and grade II* listed. The museum helps to explain the town's industrial character and how its residents contributed to the agricultural and industrial revolutions.

Attracting up to 10,000 visitors a year, The Long Shop Museum makes an important contribution to the local tourism offer, both in Leiston and in the East Suffolk area. The Museum is also a place of pilgrimage for many people interested in industrial heritage and archaeology. Our volunteers are at the heart of what makes the museum a success.

What you will be doing:

- Providing a warm welcome for all learners.
- Providing information about the Museum and its facilities as necessary to ensure that learners are comfortable and relaxed in the environment.
- Remaining aware of Health and Safety, First Aid and Emergency procedures and aiding learners when necessary.
- Remaining aware of, and abiding by, the museum's Safeguarding policy and guidelines.
- Liaising with teachers and other support staff associated with learning groups.
- Assisting with the delivery of structured learning experiences, as developed by the Education Team and the Museum Director.
- Contributing to the development of new and existing learning experiences.
- Following procedures for reporting incidents.
- Supporting other Team Members in their duties and providing cover for them when necessary.

This role would suit someone who:

- Is a good communicator with strong interpersonal skills.
- Enjoys meeting and talking to new people.
- Is calm, patient, and has a welcoming temperament.
- Has an interest in delivering structured learning to children and young people
- Is able to follow guidance and procedures
- Has a reasonable standard of written and spoken English and basic arithmetic – but training and support is available.
- Is willing to undergo an Enhanced DBS check.
- Is willing to learn and apply the museum's Health & Safety, Safeguarding, and Equality, Diversity & Inclusivity policies.

What you will get from working as a volunteer at The Long Shop:

- A sense of involvement in a meaningful project.
- Regular interaction with a team with a shared purpose in an accessible and inclusive environment.
- A sense of fulfilment and achievement.
- Regular manual and intellectual activity, and self-actualization.

What training and support will you receive in this role:

- You will receive regular information updates about your team and the museum
- You will be invited to attend regular volunteer forum meetings and social events
- You will receive induction training that includes Health & Safety, and site and task familiarisation
- You will be offered optional training related to your chosen role(s) to make your tasks more enjoyable and rewarding

How this role benefits the Museum:

- Learners, particularly children and young people, whose museum experience is a positive one are more likely to make repeat visits in a casual (i.e. family) group and to give a good account of us to others.
- It helps us to Maintain our reputation for well organised, safe and fulfilling learning experiences.

Interested in this role?

Please contact us by either:

- Emailing the museum at - info@longshopmuseum.co.uk
- Writing to us at – The Long Shop Museum, Main Street, Leiston IP16 4ES
- Using the Enquiry Form at - https://www.longshopmuseum.co.uk/volunteer-3/
- Calling the museum on - 01728 832189 (you may need to leave a message)

We will provide you with a Volunteer Application Pack by your preferred method (email or post) which will include instructions for if you choose to proceed.