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| **Role Title:** | Carriage Museum Volunteer  Volunteering  Project Role Description |
| **Location:** | Carriage Museum, Lower Stone Street, Maidstone (opposite Archbishop’s Palace) |
| **When:** | Saturday 30th July and 10th September 2022 11am-3pm |
| **Department:** | Visitor Services |
| **Commitment:** | A minimum of one day |
| **Duration:** | On days above in 2022 with more regular shifts available in 2023 |
| **Role Summary:** | The purpose of the role in 2022 is to provide taster sessions for people who may wish to volunteer more regularly at the Carriage Museum from next Spring.  In the longer term we anticipate volunteers will:   * provide a friendly welcome and helping hand to all visitors to the Carriage Museum * develop an interest in the history of Carriages or of this collection’s role in the history of Maidstone (you will be provided with helpful information prepared by our Curator so no prior knowledge is required) * be responsible for the seasonal opening of the museum allowing the carriages to be seen by many more people |
| **Position Statement:** | **Support:** Volunteers will be supported and briefed on their duties and museum staff will be available on hand to offer help and guidance. However, we hope to develop a team of volunteers who may work without permanent museum staff cover.  Training in the museum’s policies (Health & Safety and Equal Opportunities) and procedures will be provided.  As with all our staff and volunteers, we will need to have two references.  Dress is casual but you will be issued with a badge or other item which identifies you as a volunteer  In return, you will gain:   * Reasonable travelling expenses * Joining a friendly team * New skills * Experience for your CV * The chance to promote and safeguard our town’s heritage   **Please note** - the museum has one narrow staircase. This role may involve standing for extended periods and the museum can be cold as it is a historic building with minimal heating (for this reason we do not open in Winter). Please discuss with us in advance if this may affect you. |

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| **Main activities/tasks:** | You will act as the public face of the museum, welcoming visitors and sharing the stories the museum tells.  You will interact with visitors in a helpful way  Answer people’s questions  Maintain security and follow Health and Safety Procedures  Participate in light cleaning duties where necessary  Support other volunteers | |
| **Skills and Experience:** | You should be -   * over 18years of age * enthusiastic and love being around people * able to work as part of a team * interested in people, transport and heritage * enjoy learning |  |
| **Deadline:** | ASAP | |
| **What next?** | **If you would like to ask a question about this role please contact** [**victoriabarlow@maidstone.gov.uk**](mailto:victoriabarlow@maidstone.gov.uk)  You will need to submit your application on the form provided <https://museum.maidstone.gov.uk/support-us/careers/volunteering/>  We will then get in touch for a short interview. | |