Communications Volunteer (Volunteering Team)

**Role description**

The Horniman Museum and Gardens has been open since 1901 when the tea trader and philanthropist, Frederick Horniman, first opened his house and extraordinary collection of objects to the local community. Since then, the Horniman has grown significantly and includes internationally important collections of Anthropology and musical instruments, as well as an Aquarium, a Butterfly House and Natural History Gallery – all surrounded by 16 acres of beautiful Gardens. The Horniman hosts around 200 volunteers who make a fantastic contribution to every aspect of museum and garden life.

**Main purpose**

This role, based in our small, friendly volunteering team, will focus on improving our volunteer offer and experience. This could be through developing videos for our social media and for volunteer training, improving accessibility to our volunteer programmes, or general administration. This role would suit someone with an interest in media or creativity, volunteering, and an understanding of EDI and accessibility. You will have lots of scope to develop the role, be creative and get hands on with the day-to-day activity. Experience in all areas is not essential.

**Main tasks could include:**

* Developing videos to highlight volunteer stories across the museum for the Horniman social media and volunteer newsletter
* Developing videos for the training and onboarding of our Engage volunteers e.g. How to handle museum objects
* Supporting us to improve accessibility to our volunteer programmes e.g. Reviewing and designing more accessible onboarding materials
* Producing content for our monthly volunteer newsletter
* Supporting the delivery of celebratory and development events for volunteers e.g. talks and socials
* Supporting the analysis of our volunteer programmes e.g. through focus groups or data analysis
* Supporting the development and design of a museum trail activity
* Support day to day volunteer management with administrative tasks

**This role would suit someone who (experience is not essential)**

* Has experience producing video material and is interested in developing media skills
* Is a great communicator, both verbally and in writing.
* Is creative
* Is comfortable using online programmes e.g. word / excel / outlook
* Can engage with a wide variety of people of all backgrounds, abilities and ages
* Can work independently with minimum supervision

**Level of commitment**

This is a regular, weekly role taking place either Thursday, or split across Wednesday and Thursday. We are looking for a 6-month commitment with the possibility to extend. We offer flexible volunteering hours within the working day 9-5.

**Minimum age requirement:**

Due to the nature of the role and level of support available, this role is only open applicants aged 18 and over.

Due to the nature of the role, volunteers will be asked to provide an enhanced DBS (police check) certificate. The museum will pay for this.

**The museum offers volunteers:**

* Opportunities for personal development in a supportive learning environment
* Reimbursement of travel expenses within Greater London
* Special events for volunteers including behind-the-scenes talks and socials.
* A 20% discount at the café and the shop
* Free entry to paid areas of the museum

We are committed to diversity and inclusion and welcome applications from people of all backgrounds and circumstances. Adjustments are available to support your application and placement in this role. Please get in touch if you have any questions. You do not need to have experience in all areas to apply for the role.

If you have any questions about the role or would like to discuss any access requirements, contact Volunteering Coordinator, Eleanor Hodgskin-Brown [ehbrown@horniman.ac.uk](mailto:ehbrown@horniman.ac.uk) .

**Closing date for applications**: Friday 17 January, 10pm

**Interviews:** Wednesday 22 January

Approved by Volunteering Manager: 02.11.2024