

Volunteer Role Description

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| **Role Title:** | Community Engagement Volunteer (CEV) |
| **Role Purpose:** | Supporting the Community Engagement Officer and CE freelancers in hosting & delivering Community Engagement events and workshops. *The focus for this work is 18-30’s and older people in the Borough of Islington, particularly harder to reach groups who are not currently accessing The Charterhouse.* |
| **Role Description:** | * Contribute ideas for the future of the Charterhouse Community Engagement programme * Attend training where appropriate/possible, including dementia friends, Charterhouse talks & object handling. * Assist with the evaluation of the Community Engagement Programme, e.g. giving out and analysing questionnaires, interviewing visitors, observing sessions etc. * Meet with the Community Engagement Officer & develop ideas for sessions. * Assist the Community Engagement Officer and/or freelancers during sessions/events * Opportunity to deliver talks (up to 20 minutes) in specific Charterhouse areas, including the Great Chamber*. These are optional & full training and support will be provided.* * *Supporting the Young Consultants in their project work. Eg:* a social media campaign. * Assist with object handling during sessions, as agreed (training will be given) * Welcome visitors/community engagement groups who are using the space * Help set up and clear the space at Charterhouse before/after the event, including preparing resource material |
| **Role Reports To:** | Nichola Charalambou, Community Projects Officer |
| **Where:** | The Charterhouse, Charterhouse Square, London, EC1M 6AN |
| **When:** | Current Community Engagement shifts are offered on the following days:  **The current work pattern of the Community Engagement Officer is Mondays & Thursdays 9am-6pm & Friday afternoons 2-6pm. There will also be events programmed for some weekends & evenings*. Volunteer support will be required on a flexible basis around these times, to be arranged with Community Engagement Officer.***  **This is a newly established community programme and we will be continuing to pilot projects early 2020 & to carry out research & development.** |
| **Duration:** | We would ideally like a minimum period of 3 months. |
| **Who we are looking for:** | * Enthusiasm working with a wide range of community groups (specifically 18-30’s & older people) * Good verbal English skills. Ideally, we would like people who are confident in speaking to small groups * Ability to use own initiative * Previous experience is not necessary but an interest in the community sector and heritage & the arts is desirable |
| **Commitment to you:** | Through this role you will gain:   * experience in supporting a range of community groups * skills in planning and assisting with workshops, tours & events * the opportunity to contribute to the new Community Engagement Programme, handbook and legacy at Charterhouse   Full training and support will be provided to enable volunteers to fulfil the role. |
| **Why We Want You:** | We are looking for motivated and welcoming volunteers to help us as we launch our new Community Engagement programme. We want you to help us ensure that members of the community feel supported whilst on site and to increase awareness and appreciation about the history of the Charterhouse. |
| **Notes:** | We will reimburse all volunteers for travel expenses up to £6 per day, with an additional £4 per day for lunch if doing a full day shift.  This role requires a basic disclosure check which will reveal any unspent convictions. A criminal record may not necessarily be a bar to placement, as any decision will be treated on its merits and individual circumstances subject to the museum’s overriding obligations to protect the children and vulnerable adults in its charge, members of the public, the safety of the museum’s staff and the Collections. |
| **How to apply:** | To apply, please complete an expression of interest formand send it to: [holly.walker@thecharterhouse.org](mailto:holly.walker@thecharterhouse.org) |