

Volunteer Role Description

Role title:

Administration Assistant

Principal function:

To assist in the administration relating to Port Sunlight Museum events and activities.

Duties:

- To assist with processing gift aid forms
- To assist in maintaining databases for groups and e-newsletters
- To assist with typing up oral history recordings
- To assist with processing exhibitor bookings for events
- To maintain a database of volunteers for WW1 'Great Send Off' event – 7 Sept
- To assist the learning officer with volunteer administration and management
- To assist with Trust administration

This list is only a guide to the types of duties that may be required.

Reporting to:

The member of Museum staff who is responsible for the specific admin task.

Location:

Port Sunlight Museum gift shop or Collections Study Centre, Greendale Road
(depending on nature of admin)

Hours:

By arrangement

Dress Code:

Smart/casual attire, suitable for an office environment. A volunteer badge must be visible at all times.

Training:

Induction training

- Welcome pack
- Induction checklist

Job specific training:

- All operational procedures

Personal qualities required:

- IT literate
- Office skills
- Smart appearance
- Enjoy working in a team environment
- Good written skills
- Possess or would like to develop office skills
- Good communication skills