

Role description for Learning Volunteer Team

Role title: Learning Volunteer

Reporting to: Learning team and Head of Learning

Role commitment: Shifts will last 2 or 4 hours depending on session. Those shifts supporting school visits may be ad hoc dependent on bookings.

DBS required? Yes

Minimum age: 18

Background: Towner's learning team is putting together a group of volunteers to assist in the delivery of the gallery's busy and dynamic learning programme and so will be primarily event based.

Key tasks: The Learning Volunteer will be on hand to support Towner's learning team and the artists with whom we work. The Learning Volunteer's duties will include, but are not limited to:

- Greeting and welcoming visitors
- Asking participants to fill out our sign in surveys (when applicable)
- Helping to prepare the space for workshops and activities
- Assisting in resetting spaces after workshops
- Be proactive in assisting participants (where appropriate)
- Other ad hoc duties when appropriate

Learning Volunteers will be able to assist with regular programming, such as Tiny Towner, school holiday activities as well as more ad hoc events such as school visits. Towner supports primary and secondary school visits and also works with further education (those at college, studying A Levels, BTEC or similar courses) and higher educational providers (universities).

Dates and times for ad hoc events may vary, but volunteers will be given as much notice as possible.

Additional information about what Towner's learning programme can be found on our website:

<http://www.townereastbourne.org.uk/learning/>

Personal Spec

A Learning volunteer would have an interest in gallery education, and an enthusiasm for arts and culture. They will be able to work as part of a team, be organised and good with people. It would be beneficial for volunteers to have an understanding of health and safety guidelines and safeguarding procedures and a commitment to equal opportunities and diversity.

Candidates will be:

- Reliable and punctual
- Demonstrate excellent communication skills with people of all ages
- A willingness to adapt to audience needs
- A proactive and alert attitude
- Show a commitment to acquire and develop knowledge

Training will be provided to ensure that volunteers are confident and capable. This will include, but is not limited to:

- An introduction to the building, the gallery's work and the aims of the Learning programme
- Training on aspects of the tasks
- Regular updates on organisational activities.