



**Job Title: Volunteer Project Assistant**

**Salary: Unpaid (volunteer)**

**Hours: 2 hours per week**

**Contract: Temporary**

**Closing Date: 16/09/2024**

**Location: Congleton**

## Overview

Volunteer Project Assistant x2

Congleton Museum seeks volunteer project assistants to assist in the delivery of Our Disappearing Nature! Our Disappearing Nature is a museum project funded by The Royal Society that aims to survey the plants growing in the Congleton area. Members of the public will record data for the museum, and museum volunteers will input the data into an internal database – creating a searchable database of local plants. The volunteer project assistant will report to the project manager and assist in the delivery of the project.

<https://www.congletonmuseum.co.uk/our-disappearing-nature/>

## Job responsibilities

- To help manage the project and assist the project manager with planning the project
- Recruit volunteers to work on the project
- Work alongside the project manager to create a new learning session based on the project
- Keep to a project timeline
- Help promote the project on social media and with local press
- Attend regular in-person meetings
- To stick to a budget
- Create project reports
- To maintain a project website

## Person specification

- Have an interest in history and Congleton Museum or local plants and wildlife
- An interest in learning new things and taking part in museum activities
- The ability to use own initiative and work without supervision, sometimes remotely
- Be confident using Excel, social media, websites and creating content using Canva
- Commit to around 2-4 hours per week
- Able to attend in-person meetings



## Essential Experience

- Project management
- Previous experience in creating learning sessions

## Desirable Experience

- Project management in a museum setting
- Working with the general public and other volunteers

To volunteer in this role, you must be over the age of 16 and able to volunteer in the UK.

## Benefits

- Volunteers of Congleton Museum receive a free museum membership which includes priority booking to events, discounted event tickets, newsletter, member only events and access to online family history research databases.
- Reciprocal museum visiting scheme.
- Volunteer training and volunteer only events.

## How to apply

To apply for the Volunteer Project Assistant role, please send your CV to [anna@congletonmuseum.co.uk](mailto:anna@congletonmuseum.co.uk).