**Volunteer Opportunities at THE FARMLAND MUSEUM**

The Museum relies on volunteers to help with our activities, from organising events to fundraising, school visits to marketing.

We have a friendly team of volunteers and welcome enquiries from anyone over the age of 14.

You could find yourself doing anything from approaching potential sponsors, becoming a historical Denny character, painting, cleaning farm machinery, making model cows or delivering publicity leaflets.

Opportunities include helping with events, school visits, group visits, fundraising, marketing, living history, the collections, research and site maintenance.

It is possible to combine different museum volunteer roles if you have several areas of interest.

* **DENNY ABBEY VOLUNTEER STEWARD**

Enjoy history and talking to people? Interested in Denny’s fascinating history? Volunteer to be a steward in the 12th Century Denny Abbey at weekends between Saturday 1 April and Sunday 29 October 2017. The Museum manages the Abbey on behalf of English Heritage.

**WE seek** - friendly, approachable, welcoming people, with good people skills.

*This role involves***:**
Talking to visitors about the Abbey's history and that of the 14th Century Nuns' Refectory
Acting as an guide for visitors if requested
Promoting any activities or performances taking place within the Abbey during event days.
Encouraging our youngest visitors to dress up as monks
Keeping the Abbey looking tidy and attractive
Sweeping the gravel floors and keeping the spiders at bay.

Training will be given.      Lunch provided.

Dress up as a monk or nun or stay in civvies!

Own transport needed.   DBS check will be made - at no cost to you

*Commitment:*

At least 1 weekend a month over the season (could be a Saturday one week and a Sunday another week within the one month period).

* **COLLECTIONS VOLUNTEER**

Support the Assistant Curator with cataloguing and managing the museum’s collections.

*The role involves:*

* Manual or computer cataloguing of museum exhibits, including those in store
* Finding information from the computer catalogue as needed
* Helping with conservation ‘housekeeping’
* Sorting and photographing items in the museum’s stores
* Occasional assistance with other museum duties – e.g. small display tasks etc.
* Research

*Requirements/ skills:*

• Collections volunteers need to be methodical and careful

• An interest in/ knowledge of social/ local history is helpful.

• Familiarity with computers is not essential, but would be helpful for some tasks.

• Willing to work as part of a small team.

*Commitment:*

Would normally be on a Wednesday but there is the possibility of helping on other days of the week depending on experience.

* **EDUCATION VOLUNTEER**

Work with visiting school groups

*The role involves:*

* Setting up equipment and preparing for school visits and family activities
* Running an activity for small groups of children (training will be provided)
* Undertaking research for new workshops and activities

*Requirements/ skills:*

* Enthusiasm
* Enjoys working with people of all ages
* Good communication and interpersonal skills
* For all roles which involve working with children and/or vulnerable adults we will request an enhanced CRB check (at no cost to yourself).

*Commitment:*

During term times on a regular basis (which may be as little as once or twice a month); occasional helping with school holiday activities run on Wednesdays and Thursdays.

* **EVENTS VOLUNTEER**

We welcome offers of help at our events at the Farmland Museum.

Help with an activity, in the café or in the car park – let us know what you’d be interested in doing!

The events programme changes annually – on a Saturday, Sunday or a Bank Holiday Monday in 2017 you could help at : *May Day Monday*; *Fathers’ Day; Farm & Countryside Life; The Forties At Denny; Apples, Pumpkins & Spooks* or at one of the other events planned.

Anyone can volunteer. You don't need any previous experience and there are lots of volunteer roles to choose from. All you need to do is give your time. Come and have fun and mingle with people from the local community and from further afield.

It's great experience to put on your CV! If you wish you can get involved with planning and organising an event (or two) – it can be a challenging but rewarding experience.

There is always something going on at the Farmland Museum and extra help is always appreciated. Event volunteers get lunch!

*Very suitable for young volunteers aged between 16 – 25 looking to get experience for their CV, undertaking a Duke of Edinburgh award or seeking voluntary work during school/college or university holidays.*

* **MAINTENANCE VOLUNTEER**

Help us to keep the Museum and its facilities in good working order. The museum site includes Denny Abbey, a cottage and farm buildings.

*The role involves:*

• Carrying out ‘odd-jobs’ around the Museum, for example, simple carpentry,

plumbing, painting, changing light bulbs etc.

*Requirements/skills:*

* Any previous experience of maintenance would be an advantage

*Commitment:*

We ask for at least a half-day weekly or twice monthly usually on a Wednesday but we are very flexible.

* **FUNDRAISING ADMINSTRATOR**

Assist in developing a strategic approach to fundraising. The Farmland Museum is an independent charity that relies on grants and admissions income to keep the doors open to the public.

*The role involves:*

• Developing a database of funders including local and national organisations

• Applying for grants

*Requirements/skills:*

• Previous fundraising experience would be an advantage but enthusiasm and

creativity is just as essential.

• Excellent verbal and written communication skills.

• Strong interpersonal skills

• Must be over 18

*Commitment:*

We would like at least 3 hours a week, as this is a new and very important role we need someone who is prepared to help for at least 6 months or longer.

* **BOOK KEEPER / ADMINISTRATION VOLUNTEER**

Assist the Museum Manager to keep paperwork in order, the office tidy and help organise museum mailings.

*The role involves:*

* Sorting, organising and filing paperwork in the office
* Inputing invoices
* Help establish and maintain recording systems for variety of admin purposes
* Keep track of forthcoming activities and organise/assist with mailings
* Maintain and update mailing lists
* Help create, maintain and use e-mail list of museum volunteers and for general (public) mailings

*Requirements/ skills:*

* Good level of IT skills – experience of using SAGE
* Must be well-organised
* Able to work on own initiative

*Commitment:*

A regular day per week – preferably Monday, Wednesday or Friday

**How do I apply?**

* Please contact us for an application form or download a copy from our website [www.farmlandmuseum.org.uk](http://www.farmlandmuseum.org.uk)
* Complete the application form and send to:

Ann Wise. Museum Manager

Farmland Museum & Denny Abbey,

Ely Road, Waterbeach, Cambridgeshire, CB25 9PQ

* Once we have received your form you will be invited to come in for an informal chat.

*Tel: 01223 860988 or email: managerfarmlandmuseum@yahoo.com*