

## Volunteer Placement Assistant



### Imperial War Museums

#### Overview of role

Improving Futures: Volunteering for Wellbeing is a life changing social learning programme, which uses the heritage assets of IWM North, The Manchester Museum, Museum of Science and Industry and our heritage partner venues to support participants into volunteering and away from social and economic isolation.

Funded for three years by the Heritage Lottery Fund, the programme will provide life-enhancing personal development opportunities for over 200 people from a diverse range of backgrounds – including people between the ages of 16-25, those over 50 years old and ex-service personnel.

Learning opportunities are core to this project and include accredited training, a variety of further courses to encourage development, placements at our partner venues, peer led mentoring, and the chance to visit and learn from a range of national and local heritage venues.

This is the first major project to measure the impact of responsible volunteering in the heritage sector on health and wellbeing, exploring how it can combat social and economic isolation. In addition, with our heritage partners we will create a framework that supports a unique collaborative approach to involving volunteers in the sector.

Improving Futures encourages partnership working and involves a wide range of stakeholders and participants including heritage venues, training providers, museum staff, signposting and referral agencies and museum visitors.

The Placement Assistant's primary role is to develop relationships with heritage partners and support volunteers into volunteering opportunities at their venues. They will also be responsible for signposting and identifying progression routes for volunteers, this may include sourcing relevant courses of study, employment and or voluntary opportunities. Additional responsibilities include providing full administrative support for the volunteer programme.

The Placement Assistant will need to work independently and collaboratively with external agencies to recruit volunteers, to deliver information days, to represent IWM North at advocacy events and to coordinate volunteer training.

For a full job description click on the job description download. Completed application forms should be returned to [recruitduxford@iwm.org.uk](mailto:recruitduxford@iwm.org.uk) by 22 May. Application by CV will not be accepted. Interviews will be held on 19 June

<b>Location:</b>	Manchester
<b>Category:</b>	Education
<b>Duration:</b>	
<b>Type of Contract:</b>	Temporary
<b>Hours:</b>	Full Time
added: May 8, 2013	deadline: May 22, 2013

More information: <http://www.iwm.org.uk/>