

VOLUNTEER ROLE PROFILE

Brick Bank Volunteer.

Department:	Learning and Community Engagement team
Location:	The British Motor Museum, Gaydon and at various locations off site
Reports to:	A member of the Learning and Engagement team and the Volunteer Coordinator
Key relationships:	Community and Engagement Officer Learning and Engagement Officer Head of Collections Volunteer Coordinator
Hours:	These will mostly take place during weekdays, however occasional weekends or evenings may be required. Each session is from 4 to 6 hours
Key duties:	Support the Museum's Brick Bank program in collecting, sorting, collating, preparing and distributing bags/kits of bricks. Highlight the aims and work of the Museum's Brick Bank to groups and visitors.

Role specification

- Highlight the aims and work of the Museum's Brick Bank to groups and visitors
- Receive and collect donations externally and internally
- Wash all bricks and pieces
- Sort/catalogue all bricks, pieces, boxes and manuals
- Research, assembly and restoration of some donations
- Create kits/bags for the Brick Bank
- Collate kits and bags for the Brick Bank
- Help assemble/print bags and boxes
- Help to facilitate community group and school holidays visitors building kits/bags
- Support bag/kit building session with other staff and Volunteers
- Deliver our bags to communities' offsite programme - such as youth centres, Community Pantries and local groups

Requirements / Skills

Essential Requirements:

- Enthusiastic about Bricks
- A sensitivity to the specific needs of vulnerable group visitors
- An ability to work as part of a team or on your own
- Creative and organised
- A desire to support the work of the Community Programme

Desirable Requirements:

- A clean driving licence (ROSPA Driver Assessment training will be provided and is essential for the use of the Museum's pool cars to facilitate the outreach programme)
- Computer literate
- Interested in STEAM

The British Motor Museum is committed to safeguarding and promoting the welfare of young people and vulnerable adults and therefore, if successful, you may be required to apply for a disclosure of criminal records check at an enhanced level. Further information about the Disclosure Scheme can be found at www.gov.uk/disclosure-barring-service-check

Administrative points:

- Training will be provided with a full induction for new Volunteers
- Equipment will be provided for delivery
- The British Motor Museum dress code will apply – uniform will be provided along with personal protection equipment (PPE) as required
- Volunteer badges will be provided and are to be worn at all times
- The Museum operates a non-smoking policy
- Parking is free and available at our main Museum site
- There will be an informal interview and references will be taken up
- The trial period is one month
- Mileage (car) is paid at 40p per mile, capped at £10.00 per day
- Public transport costs will be covered to the same extent although provision is very limited in our area
- All volunteers receive an unlimited pass for themselves and one guest to visit the museum
- Discounts will be available in the Museum shop and cafe

Please note this volunteer profile does not form a contract of employment between the British Motor Museum and the Volunteer