

VOLUNTEER ROLE PROFILE

Learning Volunteer – Data Team

Department:	Learning (British Motor Industry Heritage Trust)
Location:	British Motor Museum, Banbury Road, Gaydon, Warwick, CV35 0BJ
Reports to:	Family and Lifelong Learning Officer Learning and Engagement Officer Volunteer Co-Ordinator
Key relationships:	Learning Team Marketing Team Head of Collections
Hours:	Between the hours of 10:00 and 16:00 a regular commitment would be advantageous. Frequency in line with current projects that are running with agreement of the Learning Team.
Key facts:	<p>The Museum aims to share the history of the British motor industry with as wide an audience as possible and use the extensive collection to inspire the engineers, designers and innovators of the future.</p> <p>The Museum's Learning team works to make the collection as accessible as possible for everyone, regardless of age, ability and social circumstances.</p> <p>As a volunteer you will not be paid. We will reimburse you out of pocket travel expenses incurred whilst volunteering for us, in line with our policy.</p>

Role specification:

Assisting the Learning team with data collection and research, mainly associated with schools, colleges and other learning or community providers or groups.

This is so that we can successfully market the Museum's Learning and Community programmes and events.

- Research local primary, secondary and SEND schools in addition to community groups and other learning providers.

- Create and update both new and existing databases of learning provider or group information in such a way as to be easily accessible to the Learning and Marketing teams so they can promote the Museum's Learning and Community offer successfully.
- Data input for impact studies onto reporting software 'Impactasaurus'.
- Update existing records and ensure they are up to date.
- There may be a requirement to work independently and use computers, particularly office-based systems. You will need to be familiar and comfortable working with these.
- Any training for systems out of the ordinary and use of Office programmes will be provided.

Requirements / Skills:

- Care and attention to detail
- Willingness to learn and contribute as part of a busy team
- Able to work independently when necessary
- Basic computer skills and being comfortable working on research and database creation

Administrative points:

- Application forms are available on the website www.britishmotormuseum.co.uk or from the Volunteer Co-Ordinator
- Training will be provided where necessary, including an induction course for new Volunteers
- A Volunteer badge and uniform will be provided for the project, as will personal protection equipment (PPE) when required
- The British Motor Museum operates a non-smoking policy
- Parking is free and available at our main BMM site

Please note this volunteer profile does not form an employment contract between BMM and the volunteer.

Hannah Leese and Claire Broader August 2025