



Volunteer Role Description

Bakewell Old House Museum

Admin volunteer

<p>Main purpose</p>	<p>As an Admin volunteer you will be helping with various admin tasks according to your interests and expertise.</p>
<p>You shall be doing some of these...</p>	<ul style="list-style-type: none">• typing Gift Aid forms into Excel• collating survey data• updating visitor numbers• performing research into potential customers (e.g. schools)• updating volunteer hours
<p>The role would suit someone who...</p>	<ul style="list-style-type: none">• has basic knowledge of Excel and Word• wants to help an independent charity in Bakewell
<p>In return we shall offer you...</p>	<ul style="list-style-type: none">• a supportive, friendly environment• opportunities for personal and professional growth and development in a community-focused museum• induction to the Museum• full training opportunities to perform the role• invitation to volunteering events
<p>Location and Hours</p>	<p>Bakewell Old House Museum, Cunningham Pl., Bakewell DE45 1DD</p> <ul style="list-style-type: none">• the museum is open to the public 25 March – 5 November, with behind-the-scenes work continuing over the winter• this role best suits someone who can provide half a day or a full day each week or fortnight, depending on the task you wish to do
<p>Further info</p>	<p>markc@bakewellhistory.com www.oldhousemuseum.org.uk</p> <ul style="list-style-type: none"> @BakewellOldHouse @bakewelloldhousemuseum @OldHouseMuseum

No experience necessary – just bring your enthusiasm!