

## **Museum Volunteer Co-ordinator** (2 full-time posts, 5 days in 7)

Organisation: Cambridgeshire County Council  
Hours: 37 hours, 5 days in 7  
Salary: Scale 5: £20,253-£22,212  
Working Pattern: Fixed Term  
Location: Mainly based at host museums across Cambridgeshire  
Reference: Post numbers 333592-3  
Closing date: Midday on 11 May 2015

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Do you want to help strengthen the resilience of the independent museums of Cambridgeshire, so that they are best placed to preserve the County's heritage?

Thirteen of the County's museums need help to recruit, train and co-ordinate their volunteers and trustees so that they have a workforce representative of the communities they serve which is fit to take them forward. Arts Council England is funding Cambridgeshire Council to employ two Volunteer Co-ordinators, one mainly for Fenland and the other for the rest of the County, until 31 March 2016. It is hoped that further funding for these posts can be secured for a further year but this cannot be guaranteed.

If you are a skilled 'people person' with excellent organisational abilities, who understands the role of museums and their stakeholders in local communities, we want to hear from you. You will need to demonstrate that you understand how to co-ordinate and support the voluntary workforce and assist museum trustees, and you will need to have experience of volunteer management. The post holders will travel around the County and work mainly at the museums and will need to attend events and meetings on weekends and evenings.

The posts are advertised on [www.publicsectorjobseast.co.uk](http://www.publicsectorjobseast.co.uk). For informal enquiries contact [Gordon.chancellor@cambridgeshire.gov.uk](mailto:Gordon.chancellor@cambridgeshire.gov.uk).