



## **VOLUNTEER ROLE DESCRIPTION**

<b>Role title:</b>	<b>Outreach Speaker</b>
<b>Background and Role purpose:</b>	<p>East Grinstead Museum is a unique and valued part of our community, telling the story fascinating story of our town, and housing the archive of the famous plastic surgeon Sir Archibald McIndoe, who worked at Queen Victoria Hospital.</p> <p>The museum is a charity which, despite its importance to our local heritage, has very limited funding. We, the Trustees and Museum Manager, rely on our large team of dedicated volunteers, who fulfil a wide variety of roles, to ensure that museum stays open and free for everyone.</p> <p>A key part of engaging our audiences are the talks we offer to local groups. These are currently focused on the story of Sir Archibald McIndoe, but we are keen to expand our range to include new stories about the town and its people.</p> <p>We are also looking to expand our talks offer to include online events. These would be supported by the Manager, so you would only be expected to present your talk.</p>
<b>Role description:</b>	<ul style="list-style-type: none"> <li>• Research and create presentations for subjects linked to the museum, working with other members of the Research Team.</li> <li>• Together with the Museum Manager, arrange sessions with groups.</li> <li>• Travel to venues to deliver presentations to local groups.</li> <li>• Answer any questions from attendees.</li> </ul>
<b>Attributes for the role:</b>	<ul style="list-style-type: none"> <li>• Outgoing personality, able to put attendees at ease</li> <li>• Confident with public speaking, in person and online.</li> <li>• Computer literate, able to conduct online research and compose talks</li> <li>• Interested in local history</li> <li>• Able to travel around the East Grinstead area</li> <li>• Punctual and reliable</li> </ul>



<b>Where:</b>	Based at East Grinstead Museum, Old Market Yard, Cantelupe Road, East Grinstead, RH19 3BJ, for putting together the presentations, which will then be presented in various venues around the locality.
<b>When:</b>	The aim is to present the talks once a month, with additional time for research (which may be able to be done remotely), but the timing will be flexible to suit your availability.
<b>Benefits for you</b>	<ul style="list-style-type: none"> <li>• Be part of a committed and friendly team</li> <li>• Make new friends and contacts</li> <li>• Learn more about the town and local villages</li> <li>• Meet the public and develop communication skills</li> <li>• Use your skills in a new way and develop new ones</li> <li>• Help to promote the museum in new areas</li> </ul>
<b>Commitment to you:</b>	<ul style="list-style-type: none"> <li>• Full induction and ongoing training to enable you to carry out your role</li> <li>• Regular meetings for volunteer updates</li> <li>• Car parking</li> <li>• Free refreshments whilst at the museum</li> <li>• Staff discount in the museum shop.</li> </ul>
<p><b>Like the sound of this role</b></p> <p><b>Or,</b></p> <p><b>Maybe this role is not for you, , but you would like to know more ...</b></p>	<p>Come in for a chat and a look round the museum before you make up your mind.</p> <p>Why not ask about other opportunities in admin, IT, social media, marketing and many more areas?</p>
<b>Please contact:</b>	<p style="text-align: center;">Jonathan Parrett, Museum Manager:  <a href="mailto:manager@eastgrinsteadmuseum.org.uk">manager@eastgrinsteadmuseum.org.uk</a>  01342 302233</p>