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Cannock Chase



Museum of Cannock Chase - Connected Communities

Freelance **Youth Volunteer Manager** Opportunity

**The Museum of Cannock Chase is looking to appoint a *freelance* Youth Volunteer Manager to work with the museum team for nine months to develop a volunteering programme for young people. This project is a new initiative and is funded by Association of Independent Museums as part of the Connected Communities programme. AIM Connected Communities is funded by DCMS Know Your Neighbourhood Fund through Arts Council England.**

Background to the Museum of Cannock Chase

The multi award-winning Museum of Cannock Chase is an Accredited Museum and a community venue that captures the stories of the local area and uses heritage to provide a sense of place, offering an open, safe, friendly space to learn something new, develop skills, experience the arts and explore history and creativity.

Located on the site of the former Valley Colliery in Hednesford, Staffordshire, which became a mining training centre, the museum is the gateway to the Hednesford Hills Nature Reserve and an ideal starting point for visitors to Cannock Chase.

The museum is free to enter and includes exhibitions, events, learning and education for a wide audience through permanent galleries, an extensive engagement programme of activities and a first-rate visitor welcome, accredited by Visit England.

The Museum of Cannock Chase [www.museumofcannockchase.org](http://www.museumofcannockchase.org) is managed by the charity Inspiring Healthy Lifestyles. We are a friendly team of staff and volunteers committed to making the museum collections, local stories and connections relevant and accessible to local people and to visitors to the wider area.

Background to the Connected Communities programme

The Association of Independent Museum's Connected Communities programme seeks to harness opportunities to increase wellbeing in twenty-seven specified deprived areas in England and give more people the chance to get involved in their local museum and build meaningful relationships.

Funded by the Department for Culture, Media and Sport (DCMS) [Know Your Neighbourhood Fund](#) through Arts Council England (ACE), AIM's Connected Communities scheme will deliver projects that will improve community connections through high-quality volunteering opportunities and/or reducing loneliness and increasing social bonds.

## The Role

This is an exciting time for the museum, and we are looking for someone with experience of volunteer management and of setting up and delivering volunteer programmes, ideally for young people.

Building on the museum's current volunteering opportunities developed through its current NLHF-funded project, Connecting Collections, which aims to widen access to the museum collections, we have identified a need to create a strong, structured framework for volunteering for young people, to gain skills and workplace experience, as well as building resilience and confidence.

We are keen to provide innovative and exciting opportunities for young people and to ensure the museum has clear and effective volunteer management processes to enable this work to continue.

The Youth Volunteer Manager must be enthusiastic, approachable and highly organised with experience of delivering similar projects and a demonstrable understanding of the motivations that inspire people to volunteer.

We are anticipating this role will deliver approximately 60 days over a nine-month period, with 6 months at 2 days per week and the final three months at 1 day per week. This may be subject to change, depending on how the project develops. Although a small amount of background work could be completed off site, this is very much a hands-on role and we anticipate the majority of the time the Youth Volunteer Manager will be working at the museum.

## Key outcomes

Key outcomes we hope to see from this work include:

- Consultation with young people, staff, current volunteers and partners/stakeholders on the opportunities for volunteering for young people at Museum of Cannock Chase.
- An effective Young People Volunteer Strategy and Delivery Plan.
- Identification and development of volunteer roles for young people throughout the museum.
- A clear framework for the process of recruitment, induction, training, achievement recording and monitoring/support for young volunteers, developing and using standard paperwork which ensures a consistent and effective experience.
- Recruitment of 20 young volunteers to roles at the museum, working with our partners, South Staffordshire College and Support Staffordshire. The museum already has several young people eager to take part and an established relationship with these partner organisations.
- Induction and training of young volunteers, including identifying and organising suitable training opportunities, trips and familiarisation visits to other venues.
- Mentoring and support of volunteers whilst in placement, including ensuring that the placement meets their individual needs and aspirations, overseeing the payment and recording of essential volunteer expenses, and recording their achievements.
- Training of and skills sharing with Volunteer Assistant, a new temporary role in the museum team funded and supported by this project, working with the Volunteer Assistant to deliver the project and its legacy.

- Contributions to the overall evaluation of the Connecting Communities project, including the collation of data, preparation of case studies and reports.

#### How to apply

Please send a proposal outlining how you would fulfil this brief including:

Details of relevant **experience** working on similar projects – please provide two examples.

**A copy of your CV** detailing relevant skills, experience and qualifications.

How you would propose to carry out the role, to include:

- Your understanding of the brief.
- How you will deliver the project – what do you think are the important things to consider and how will you achieve them?
- Any areas where an innovative approach would benefit the project. What can you bring to it to make it a success?

Detailed **budget** for the work, including:

- Cost breakdown of fees, including day rate and allocation of time for each element of the project.
- The maximum fee available is £24,000 to include expenses (eg travel, personal IT equipment, insurances, etc) and VAT. The consultant is responsible for their own tax and NI, etc.

Details of **insurances** held, to include:

- Public liability
- Professional indemnity insurance.

Please speak to us if you don't have these insurances so that we can discuss options.

Details of **two referees** willing to provide references relating to similar contracts.

You will need to provide us with an up to date enhanced **DBS check** as you will be working with young people, sometimes on a one-to-one basis. If a current DBS is not held, the museum can undertake this for you, but an appointment will only take place if the check is clear.

#### Deadline for submission

The deadline for receipt of the proposal submission is **21<sup>st</sup> April 2024**. The proposal must be submitted electronically to: **alisa.bellingham@ihlmail.org** with the subject '**Connected Communities Youth Volunteer Manager**'.

#### Enquiries

If you have any enquiries about this role, please email Lee Bellingham, Museum Manager, at **alisa.bellingham@ihlmail.org**

