Volunteer role description

**Title:** Collections Support Volunteer

**Accountability: Community Engagement Officer**

**Hours:** As agreed with CEO

**Location:** Eling Tide Mill, Eling Lane, Eling, SO40 9HF.

Purpose of role:

To support the care and management of the Eling Tide Mill Experience’s collections.

This role is important in ensuring our collections (archive and artefact) are appropriately managed, cared for and used.

Co-operate with colleagues to facilitate the smooth running of the Tide Mill, Visitor Centre and External Walks.

An interest in local history and experience of IT (Word, Excel and scanning) will be useful.

Role and responsibilities:

1. Support staff with the care and management of archive and/or artefact collections and their documentation for Eling Tide Mill Experience.
2. Support staff in using the archive to respond to queries and to provide access to Eling Tide Mill Experience’s collections.
3. Support the aims and visions of the Eling Tide Mill Experience.
4. To check the List of Tasks for volunteers on each visit and carry out as many as is practical/possible that shift.
5. Actively promote the Eling Tide Mill Experience to new and returning visitors.
6. Comply with the Council’s Health & Safety policy ensuring that you, your colleagues and visitors’ HASAW needs are met.
7. To adhere to the Volunteer agreement, and Volunteer Policy.
8. To participate in the induction and any other relevant training.
9. To comply with, and implement, the Equal Opportunities Policy and procedure, together with all other agreed policies and procedures of the Totton & Eling Town Council.

Helen Robinson

Eling Experience Manager

October 2019