

Volunteering at Havering Museum

Registering Your Interest Form

Date	
Name	
Address	
Telephone	
E-mail	

(1) What type of role are you interested in?

(2) How many hours can you spare each week?

(3) Why do you want to volunteer at Havering Museum?

Some notes to help you fill in this Registering Your Interest form follow on the next page. If you need more information, e-mail: outreach@haveringmuseum.org.uk It is worth noting that Havering Museum depends completely on volunteer support to open to the public and run efficiently. We can therefore only recruit reliable, self-motivated volunteers who are able to commit to regular days and hours at the Museum. Flexibility and the ability to work as part of a team are also important.

(1) Roles

At the moment, our volunteers are assisting in three broad areas of museum activity: front of house, collections work and general admin. At certain times, volunteers will also be needed to work on heritage projects or assist with schools visits to Havering Museum. Practical help with IT support, caretaking or DIY jobs around the building would also be welcome. If you have any special skills or expertise you feel would help the Museum, mention it here. It's okay to put your name down for more than one role!

(2) Hours

At the moment, the Museum is open Wednesdays to Saturdays. Admin assistance can be offered any day of the week. School visits and group bookings might also take place any day. Knowing all of this might help you decide which times/days to offer. For most roles it would help if you were able to commit a four or six hour block of time to the museum. So you might write "I can work every Wednesday for four hours," or "I can work for six hours on a Thursday or Friday." We appreciate any help you can give but don't promise too much! We are only asking our volunteers to commit to one 6-hour or one or two 4-hour blocks of time initially.

(3) Why do you want to volunteer at Havering Museum?

We want you to have a chance to think about and explain why you want to help because your answers will allow us to make the best use of your time and skills. Answers you might put include the following: I want to learn new skills; I'd like to support the museum; I love history; I want to make new friends; or I want to share my expertise with the museum. Remember this is not a test. We've asked this question because we want our volunteers to help us in ways which will also interest and help *them* as far as possible.

**Once you have completed your form, please return it to:
Volunteer Co-ordinator
Havering Museum
19-21 High Street
Romford RM1 1JU**

What's next?

When we receive your form, we will add your details to our database of potential volunteers. As opportunities to volunteer arise, we will contact you to arrange an informal interview at the museum. Please note that we will be asking for CVs and taking one reference from all volunteers. To speed up the recruitment process, you may wish to include a CV with this form. It doesn't need to be anything elaborate. A one-page, handwritten document setting out your work experience and interests is fine. Once taken on as a Havering Museum volunteer, you will be introduced to the museum team and given the training you need to carry out your role in the building.

Thank you for your interest in volunteering at Havering Museum.