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**Part Time Volunteer Co-Ordinator**

**Salary £13,500 - 2 year fixed term contract with the possibility of extension**

**21 hours per week on a flexible basis to include weekend and evening duties**

An unique opportunity for a dynamic Volunteer Co-Ordinator at the brand new Stourbridge Glass Museum, which opened in April 2022, providing an exciting new home for the internationally significant Stourbridge glass collection in an iconic recently restored historic building set in the Stourbridge Glass Quarter funded by ERDF, National Lottery Heritage Fund and others.

Reporting to the Museum Manager the post-holder will be responsible for the co-ordination of an extensive volunteer workforce including recruitment, induction, training, supervision, management and motivation. Support will also be given to the Learning and Public Programmes Officer by assisting with the delivery of the informal events, learning and activities programme in partnership with artists and arts organisations and assist with the delivery of community engagement, cultural and creative learning through special projects.

The post-holder will be responsible for the museum shop, ordering stock and pricing of items, providing cashing-up training, tour guide training and administer a Volunteer Record System as well as assisting in the delivery of the targets and outcomes of the NLHF Activity Plan, working with other members of the team as necessary and share the role of Duty Manager with other paid staff.

Experience of managing volunteers is essential and you should hold a relevant professional qualification or equivalent vocational training. You will have exceptional communication skills both written and oral, sound ICT skills and a proven ability to meet deadlines and to write accurate and timely reports.

Full details including the Job Description and Application Form can be found on the web site [www.britishglassfoundation.org.uk](http://www.britishglassfoundation.org.uk)

The application form should be addressed to:

The Museum Manager, Stourbridge Glass Museum, Stuart Works, High Street, Wordsley, West Midlands, DY8 4FB or by e-mail to lboleyn@stourbridgeglassmuseum.org.uk

The closing date for applications for this role is 5.00 p.m. Sunday 3 July 2022.

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