

**NATIONAL RAILWAY MUSEUM, YORK
MINIATURE RAILWAY ADMINISTRATIVE SUPPORT VOLUNTEER
ROLE DESCRIPTION**

Role Details:

Title: Miniature Railway Administrative Support Volunteer
Department: Visitor Experience
Reports to: James Pegg (Duty Visitor Experience Manager)
Hours of work: Ideally 1 Day per week or bi-weekly (10.30–16.00 or flexible to suit, including weekends)

Initially for a three month trial period

Purpose

of the Role: To provide administrative support, to James Pegg, for the running of the Miniature Railway.

Role

Context: The National Museum of Science & Industry comprises the Science Museum (SM), London, the National Railway Museum (NRM), York, the National Media Museum (NMeM), Bradford and Locomotion: The National Railway Museum in Shildon. It is the world's pre-eminent museum in the field of science, technology, industry and medicine, serving some four and a half million people annually. The Museum is governed by a Board of Trustees, appointed by the Prime Minister, and is funded by grant-in-aid through the Department of Culture, Media and Sport .

The VE Team at the NRM is currently responsible for supervising 2–3 different volunteer projects. Support is now required to help effectively administer the Miniature Railway.

**Dimensions
of the Role:**

Responsibility for staff: Nil
Responsibility for budgets: Nil

Responsibilities:

To help ensure H&S records and paperwork are maintained
To assist with the planning and the development of the service
Review present signage and plan improvements
Create and update Information file
To maintain contact with the volunteer groups (e.g. produce emails)
Other duties as required

Training:

To attend an induction course
To attend all relevant Health and Safety training

**Candidate
Specification:**

Must:
Be computer literate
Be happy communicating with a wide range of people
Flexible
Able to work unsupervised and also as a member of a team

May:

Experience of working in an administrative environment
Have knowledge of heritage or miniature railways