

# Volunteer Role Description

## Library Volunteer



### **Purpose of the role:**

To inspire and engage visitors to the Brunel Institute Library and to support the Trust by improving access to the National Brunel Collection for the public.

### **Main activities:**

Our volunteers are the public face of the library - you could be showing some visitors a diary, letter or artefact from the Collection, answering questions about an object out on display in one of our Archive in 5 sessions, supporting someone to find out more about a relative who travelled on board the ship or responding to an enquiry we have received.

There are lots of different opportunities and experiences to be gained from this role. You could be involved with:

- Greeting visitors to the Library and providing a warm and friendly welcome
- Improving access to the Collection by delivering the Archive in Five and Conservation in Action open doors sessions.
- Delivering a taster tour around the Brunel Institute.
- Supervising visitors to the Library and helping them to find the information they are looking for.
- Providing information on the Library and the Collection to our visitors
- Helping to source information and materials for the public or the Curator as part of research projects.
- Assisting with cataloging and accessioning archive material, when required.



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### What the SS Great Britain can offer:

- The chance to work with original items and artefacts.
- The opportunity to learn from our curators and to gain an understanding of what working with a collection entails .
- The chance to learn the fascinating history of the ship and the work and life of Isambard Kingdom Brunel.
- A social and training programme with opportunities and events throughout the year
- The chance to make new friends and to be part of a vibrant team.
- A reference when you have been volunteering with us regularly for over six months.

### About you:

No prior experience is necessary, we will provide you with the training and information that you need. We are looking for people who:

- Are friendly, approachable communicators who thrive in a busy public environment.
- Are confident and comfortable approaching and speaking to the public.
- Have an interest in history, museum collections and archives.
- Want to meet visitors of all ages and backgrounds.
- Want to share their passion for history in an engaging and interactive way.
- Are willing to undertake training related to the role.
- Can volunteer for a morning or afternoon session per week.

As a Library Volunteer you will be supervised by our Collections Officer. Volunteers are an important part of the charity and play a vital role in enhancing the work of the Trust. We are committed to providing volunteering opportunities of a high standard.

### Ready to take the next step?

If you would like to join our crew or have any questions please get in touch by emailing [volunteering@ssgreatbritain.org](mailto:volunteering@ssgreatbritain.org) or telephoning 0117 462 3167 (Tues-Fri). We would love to hear from you!

You will be invited to a recruitment event where you'll have the chance to learn more about the volunteer roles, meet the team, discuss the role further and ensure that it is right for you.