

Applications are requested for an experienced consultant to work with Cheshire Museums Forum to develop and maximise the use of volunteers across Cheshire

About the Project

Working closely with Cheshire Museums Forum, this five month project will research best practice in the use of volunteers both nationally, within Cheshire and specifically in museum and heritage organisations. It will develop procedures and practices that can be used across Cheshire museums to maximise and make best use of volunteers. This work is funded by Sustainable Future funding from Renaissance North West

About Us

This Project, which is funded by Museums Development Fund, is managed by the Cheshire Museums Forum. Cheshire Museums Forum is made up of 17 members. All of 17 of the Museums are reliant on volunteers and 11 of these are independent museums which are highly reliant on volunteers. The project will be managed a steering group of the four lead members of this forum (Cheshire West & Chester Museums, Cheshire East Museum Service, Warrington Museum Service and National Waterways Museum). The Collections Manager at the National Waterways Museum is acting as the project manager.

What we need

Produce a detailed report that will:

- Research best practice in volunteering both within and outside museum and heritage organisations, including any relevant legislation.
- Research and collate information on current procedures within each of the Cheshire museums/related local authority in relation to volunteering.
- Develop a best practice code to indicate how volunteers are used and managed, including the details of best practice levels for their co-ordination, management and training.
- Define what volunteers can expect of us and what we expect of volunteers.
- Develop volunteer recruitment and personnel procedures.
- Develop model definitions of volunteer roles, projects and levels of responsibility for delivery of volunteering opportunities.
- Investigate the possibility of shared volunteer co-ordination and identify and develop methods whereby Cheshire museums can promote volunteering opportunities as a group to the widest possible audience.

The report and the project should deliver:

- Results of the research
- Best practice code
- Volunteer recruitment and personnel procedures
- Definitions of volunteer roles and projects
- A definition of the distinction between volunteer roles and paid posts
- Strategies for retention of volunteers
- Appraise the options for possible shared volunteer co-ordination.

- Appraise options for development of sharing of volunteer opportunities across the Cheshire Museum Forum members
- A practical method of promoting Cheshire museums volunteering opportunities to the widest possible audience.

Key Contacts

Cheshire Museums Forum MDF Project Steering Group:

- Peter Collins, National Waterways Museum Collections Manager and Project Manager for this project
- Sue Hughes, Director, Cheshire West & Cheshire Museums,
- Helen Paton Cheshire East Arts, Heritage and Museum Service Manager
- Martin Gaw Head of Warrington Library, Museum & Archives

Budget

Budget for this project is £10,000 (inclusive of VAT and all expenses). Any proposal should illustrate how the individual will deliver this within budget.

About You

Essential

- Experience of developing strategic and focused reports within a project environment, ideally within museums/arts context
- Experience of previous project planning/management on grant aided projects
- Knowledge of the use of volunteers in the arts and heritage sector

Desirable

- Understanding of the use of volunteers in both local authority and independent Museums
- Understanding of the needs of volunteers in arts/heritage sector

If you need any more information please contact

Peter Collins, National Waterways Museum Collections Manager at peter.collins@thewaterwaystrust.org.uk or on 0151 373 4380

To apply

Please send a CV including details of two relevant referees and a covering letter outlining:

- Your past experience of project management
- Your past experience of working on similar projects
- Timetable showing how you will allocate your time to deliver this project and draft action plan.

Please email your application to Peter Collins, National Waterways Museum Collections Manager: peter.collins@thewaterwaystrust.org.uk by midday 15th August 2011. Applications received after this date will not be considered.

- Interviews will be held on 17 August 2011 at the Grosvenor Museum
- Inception meeting: 30 August 2011
- Completion and delivery project by: mid-January 2011

Instructions to Applicants

1. Applicants shall treat the details of this tender document as private and confidential.
2. No unauthorised alteration to the invitation document shall be made.
3. Your application should include all costs necessary to carry out and complete the project satisfactorily, whether or not specifically described in the specification provided.