



## Fundraising Volunteer

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The Museum of Cambridge is the city's only museum that shares the stories and lives of the people of Cambridge. On the corner of Castle and Northampton Street in a 17<sup>th</sup>-century coaching inn, we share what life was and still is like living in Cambridge and the surrounding villages. Our collection represents 300 years of stories about the everyday life, fears, hopes and experiences of the people in this area. We are proud to be an independent museum which is supported by a thriving team of volunteers across many areas of work.

The Museum is open 6 days a week, Wednesday- Monday. The Museum is open on Monday, Wednesday-Saturday 10AM-5PM, and Sunday 11AM-4PM.

### **We are looking for someone who:**

- Is friendly and charismatic, likes to start conversations, and is approachable
- Is outgoing and works well as part of a team
- Is happy to work independently
- Enjoys engaging with people from all backgrounds and ages
- Interested in the fundraising sector
- Comfortable with planning and volunteering at fundraising activities
- Shows initiative
- Thinks on their feet and able to adapt
- Is reliable and organised
- Is passionate about local history
- Is enthusiastic in learning and sharing about the Museum and our collection

### **What's in it for you:**

- Enhance your CV and gain practical experience of fundraising in the charity sector
- Gain confidence and experience in communicating effectively with a wide range of people
- Develop event management skills
- Add value to your local community
- Make connections and meet people from Cambridge and beyond
- Tea, coffee, and biscuits whenever you volunteer onsite
- Social events to explore Cambridge and get to know the other volunteers

### **Fundraising Volunteers help us:**

- Brainstorm, develop, plan and create fundraising events, which can include bake sales, hosting talks, setting up sponsored runs etc.
- Welcome and greet potential donors to the Museum
- Creatively work towards the goal of raising £5,000
- Share the fundraising mission of the Museum

- Share the stories and lives of the people of Cambridgeshire through collections and their history

**This role includes:**

Developing ideas, creating a plan and deliver fundraising activities with other fundraising volunteers, creatively raising £5,000 for the Museum of Cambridge. This role will require you to think out of the box to establish fundraising ideas, set up a feasible plan of delivery based on a small budget provided, work in your own time, and be available and engaged for the event itself.

Previous experience in fundraising is not required for this volunteer role. All we need is your passion and willingness to learn about fundraising! We will provide all the training and support necessary to deliver fantastic fundraising events.

The volunteer hours required for this role is flexible. We will need volunteers to attend several training sessions to equip you with the skills in fundraising, but once a fundraising project is set you are welcome to volunteer in your own time to meet deadlines set up within the project.

This project is made possible with The National Lottery Heritage Fund, as part of our Firm Foundations and Flourishing Futures project.

**How to Apply:**

Apply here and join our online volunteering platform Better Impact (<https://bttr.im/pp7gc>). If you need support with this application please email, call, or pop into the Museum.

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**What happens next?**

If you would like to volunteer with us, we will get you onsite to check out the role, speak with our team and get you started on some basic training. You will be invited for several on-site sessions of training to get you equipped to run a fundraising event. It's as easy as that! If you have any further questions, get in touch with [sumyin.wong@museumofcambridge.org.uk](mailto:sumyin.wong@museumofcambridge.org.uk) or telephone 01223 355159

**Facilities**

At the Museum of Cambridge, we have a comfortable living room space and a well-equipped kitchen. The museum is a grade II listed 17th century building with uneven floors and narrow staircases.

**Health and safety responsibilities:**

You will be responsible for your own health and safety and that of others with whom you volunteer, by reporting all potential and actual health and safety matters including accidents using the correct procedures. You will be supported in your knowledge by completing our health and safety E-learning module.

**Safeguarding:**

The Museum of Cambridge acknowledges that we have the ultimate responsibility for management and control of activities conducted at the Museum and that this is in line with relevant legislation and statutory guidance of the safeguarding of young people and vulnerable groups. Please refer to our Safeguarding Policy for more information.

**Equality and Diversity:**

Volunteers from all backgrounds and experiences are welcome. We are committed to equality and diversity and creating a welcoming environment where all feel valued. The Museum of Cambridge has a responsibility to ensure all volunteers are eligible to volunteer in the UK.