

## Volunteer Role Profile: Workshop Assistant

The workshop assistant's role is to assist and provide support during workshops. Workshops are based on the services museum and art collections. These workshops help to provide access to our collections and offer a variety of learning styles.

### Tasks

- Providing support to learners during workshops
- Assisting with evaluating workshops.
- Using and explaining the handling collections.
- Suggesting and designing ideas for workshops.
- Preparing and cleaning workshop area.
- Providing translation for Welsh language participants as and when required.

### Role Suitability

This role would be suitable for people who enjoy practical hands on activities and would like to gain skills regarding working with objects and art work, who can work independently or within a small team. An interest in the heritage of the island and the arts is desirable. Good hand eye coordination and the ability to lift items would be ideal for this role.

### Additional Information

Staff Contact: Ceri Williams: Learning and Engagement Manager

**E-mail:** [CeriAWilliams@ynysmon.gov.uk](mailto:CeriAWilliams@ynysmon.gov.uk) **Tel:** 01248 752189

**Volunteer Contact:** Esther Roberts, Senior Manager

**E-mail:** [estherroberts@ynysmon.gov.uk](mailto:estherroberts@ynysmon.gov.uk) **Tel:** 01248 752009

**What you will need to bring with you:** Comfortable clothing suitable to the task. PPE clothing will be provided where necessary. We have limited clothing for cold/wet and dry/hot weather so please bring suitable clothing for outdoor tasks.

**Training:** Upon starting you will be given an induction to the service and the opportunity to shadow the Buildings and collections Co-ordinator. Training will be provided for certain tasks where necessary.

**Time:** Regular hours, with more hours during the summer months

**Expenses:** Travel expenses between home and volunteering place will be provided. Details for claiming expenses will be provided in your induction.

**This role is purely voluntary and this arrangement is not meant to be a legally binding one or an employment contract.**