

**Role title:** Development Support Volunteer  
**Department:** Development  
**Location:** Science Museum, London  
**Overview:** To provide occasional support to the various teams in the Science Museum's Development department.

### Role background and description

The Science Museum Group comprises the Science Museum in London and Wroughton, the National Railway Museum in York and Locomotion in Shildon, the Museum of Science and Industry in Manchester and the National Media Museum in Bradford. It is the world's pre-eminent museum group in the fields of science, technology, industry and medicine. 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 Development department is responsible for raising additional funds for the Science Museum. It is made up of several teams: Corporate Sponsorship and Membership; Trusts, Funds and Gifts; Individual Giving and Volunteering; Development Services; Major Gifts. The Volunteer would assist by helping to support the teams as they work on different projects.

The Development department is involved with every planned exhibition in the Museum. This would be an excellent opportunity for anyone interested in gaining experience in the museum sector, especially in fundraising, and would provide good insight into the workings of a leading museum.

### Volunteers would be required to perform the following tasks within their role:

- Support the teams in the Development department during peak times
- Collate research data
- Help create a database of marketing collateral.

### Commitment required

We envisage one Volunteer working in this role. We would ask each Volunteer to commit for a minimum of two months, volunteering approximately once a week (Monday – Friday, 10.00 – 16.00).

## **Skills**

Applicants for this role should have the following skills:

- A friendly persona
- A polite and professional telephone manner
- Attention to detail
- Good IT skills
- Good communication skills

Other skills that might benefit an applicant would be:

- Office experience
- Prospect research
- Database experience
- Fundraising experience
- Cold calling experience

Please note that the Science Museum Group is unable to reimburse travel expenses.

The Science Museum Group is an equal opportunities employer and welcomes applications from all sections of the community.

## **How to apply**

Application emails should be sent to [volunteer@sciencemuseum.ac.uk](mailto:volunteer@sciencemuseum.ac.uk) by 17.00 on Friday 26 October 2012, and should cover the following:

- Why you would like to be a Science Museum Volunteer
- What you feel you would gain from being a Volunteer
- What makes you suited to the role you are applying for
- Your personal details.

You may also include a CV with your application, but this is not mandatory.