Tunbridge Wells Cultural & Learning Hub

Volunteer Ambassador Role

The Tunbridge Wells Cultural & Learning Hub team are seeking ambassadors to volunteer their time, enthusiasm and skills to support a variety of events and consultation activities throughout the project.

This is a unique and exciting opportunity to not only gain professional experience in the cultural sector but you will also be contributing to the development of the new Tunbridge Wells Cultural & Learning Hub.

What is the Tunbridge Wells Cultural & Learning Hub?

Tunbridge Wells Borough Council and Kent County Council are working together to create a new Cultural & Learning Hub for Tunbridge Wells. This exciting redevelopment brings together in one conserved and modernised set of buildings the Museum & Art Gallery, Library and Adult Education and our extensive services of learning, information and engagement. To realise this project we submitted applications to Heritage Lottery Fund and Arts Council England and the project has now received Phase 1 funding from both of these funding bodies.

Task list:

- Acting as an ambassador for the Tunbridge Wells Cultural & Learning Hub project
- Greeting and welcoming stakeholders at events
- Assisting with set up and tidying away of events and consultation
- Undertaking surveys and questionnaires with the public at each service involved
- Marketing and research
- Supporting mailing out of marketing material
- Distributing leaflets around town
- Collating survey data onto spreadsheets
- Photograph events and consultation, where appropriate, using TWBC equipment

What we offer you:

- Training and support including full induction to the organisation and building tours and all aspects of the tasks required for the role
- Regular updates on organisational activities
- Experience of working in the cultural sector
- The opportunity to be a part of important consultation that directly feeds into the Tunbridge Wells Cultural & Learning Hub and be a part of our team
- Experience in facilitating and supporting events
- A chance to meet others with similar interests
- Develop administration skills in the cultural sector
- Professional reference

Tunbridge Wells Borough Council
Kent County Council kent.gov.uk
heritage lottery fund LOTTERY FUNDED
ARTS COUNCIL ENGLAND
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Requirements:

Due to the nature of this volunteering role, shifts will be varied.

We will circulate available shifts two weeks prior to the event via email. We aim to fill these positions within a week of the shifts being sent out. Shifts will be allocated as fairly as possible. These could be doing public consultation or administration and we will ask you for 2-4 hours of your time. Full training and induction will be provided.

- Must be able to travel to Tunbridge Wells for specified events (via public or own transport)
- This role will mostly see volunteers working with the public, so applicants should feel confident in approaching and speaking to a wide range of people
- Enjoy engaging and communicating with people
- Comfortable entering data on to Microsoft Excel spreadsheets (training will be given)
- Professional and smart appearance
- Be reliable, flexible and a good time keeper
- Volunteers must be 18 years of age or over

*Please note: whilst representing the Cultural & Learning Hub team we ask that volunteers refrain from drinking alcohol at events.

How to Apply:

To apply, please fill out a volunteer application form and send to jasmine.farram@tunbridgewells.gov.uk or by post to:

Jasmine Farram
Tunbridge Wells Museum & Art Gallery,
Civic Centre,
Tunbridge Wells,
Kent,
TN1 1JN

The application form plays part in the selection process. Shortlisted applicants will be invited to attend an informal interview.

If you have any questions about this opportunity, please contact Jasmine Farram, Project Co-ordinator on 01892 554171 or email jasmine.farram@tunbridgewells.gov.uk

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