



## Office Volunteer

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### How can I help?

At Dr Jenner's House, Museum and Garden we tell the story of one of the great innovations in world history; the discovery of vaccination by country doctor Edward Jenner. We want people to understand the significance of the work that took place in Gloucestershire two hundred years ago and to be inspired by Jenner's legacy. Open to the public as a museum since 1985, we now welcome 5,000 visitors from all over the world to Jenner's former home every year.

Delivering a great experience for our visitors is not just about the work that goes on in the public eye; so much of what we do is behind the scenes. Our Office Volunteers are at the heart of this, carrying out vital administration tasks and assisting with marketing and research. Without them we'd struggle to do all that we do!

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### What will I do?

The role of an Office Volunteer is flexible and can be easily adapted to suit your own needs, skills and interests. As a starting point, you might be:

- Maintaining records of group and school visits;
- Carrying out, recording and analysing visitor research;
- Assisting with the creation of engaging marketing content, including social media posts;
- Organising rotas for other volunteers;
- Finding out more about activities at Dr Jenner's House through regular meetings and briefings.

Some Office Volunteers also take part in the museum's events programme, checking tickets for evening talks or stewarding our Discovery Day science festival.

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### Is it for me?

This could be the role for you if you:

- Love an organisational challenge;
- Have excellent computing skills;
- Have some knowledge of marketing and/or social media;
- Are careful and methodical;
- Have a good understanding of the importance of data protection and business confidentiality;
- Enjoy working in an office environment, both independently and as part of a team.

The Museum Office is open throughout the year and although we remain busy, the nature of our work varies according to the seasons. Volunteering can be flexible to suit your own needs and commitments; some of our Office Volunteers come in for regular half-days whilst others are happy to come in on a more ad-hoc basis to complete specific tasks.

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## What else do I need to know?

Volunteering at Dr Jenner's House, Museum and Garden is a great way to learn new skills, meet like-minded people and, of course, make a real contribution to our work as an independent charity. Our volunteer group is vibrant and friendly and there are regular social events and outings. Volunteers also receive free entry to most of our events, free entry to the museum for you and up to four friends/family members visiting with you, and a 20% discount in the museum shop.

Dr Jenner's House is located in the centre of Berkeley, about 2 miles from the A38. There is plenty of free parking and bike racks on site. Most of our volunteers drive or cycle as getting to Berkeley by public transport is difficult, if not impossible. The nearest railway station is Cam & Dursley. There is no direct bus service from the station, it is a ten minute walk to connect to the 62 bus service which links Dursley to Bristol, via Berkeley. We are unfortunately not in a position to reimburse expenses incurred in travelling to and from the museum.

We do need to say that this position is entirely voluntary and is therefore unpaid. If we offer you a volunteer placement there is no intention to create a legally binding contract between us. Any agreement may be cancelled at the discretion of either party. Neither of us intends any employment relationship to be created either now or at any time in the future.

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To apply for this role online please visit [jennermuseum.com/volunteer](http://jennermuseum.com/volunteer). If you'd like more information or need any help completing the form please contact 01453 810631 or email [info@edwardjenner.co.uk](mailto:info@edwardjenner.co.uk).