

Fundraising Volunteer: Role Description

Overview

Since opening in 1991, Amersham Museum has thrived as a small, local, independent museum. In July 2017 a redeveloped and expanded museum opened to visitors. In March 2024, we opened a new temporary exhibition gallery and permanent timeline display alongside upgrading many elements behind the scenes.

Amersham is a historic Buckinghamshire town and the museum is situated in a listed medieval building on the High Street. Awarded the 2020 Sandford Award for Education, the museum is accredited and is run as a charitable company. The collections reflect the town's history and development from Roman times to the present day. The museum has a wide-ranging programme of activities for adults and families, including talks, walks, craft and research sessions.

Volunteers are core to our museum's history and the way we work today. We value every skill our volunteers bring and every hour they give. We seek to ensure that volunteers enjoy their time with our staff and volunteer team, building relationships based on mutual support, trust and respect.

Find out more about the museum and its work by visiting www.amershammuseum.org.

Title: Fundraising Volunteer

We are looking for enthusiastic and creative volunteers to help us build a team to support our fundraising programme.

What is involved?

We must find new ways of raising income to sustain the museum in the years ahead and to optimise its potential. As a fundraising volunteer, you would be key to this process helping to keep the museum at its best for visitors from the Amersham community and beyond.

Some things you might be doing...

- researching and initiating new ways of generating income through statutory and public sources, grants and charitable trusts, the local community and partnerships, and digital giving
- helping to prepare fundraising bids and monitoring their outcomes
- helping to create awareness of Amersham Museum and its *Friends* scheme
- helping to plan, and volunteer at, fundraising events
- enabling community fundraising initiatives including street collections and collecting boxes
- build relationships with local businesses
- assisting with fundraising appeals and projects

Where and when would I be volunteering?

Volunteers will either be home based or working at Amersham Museum, 49 High Street, Old Amersham, HP7 0DP, or out and about in the community.

Amersham Museum Limited

49 High Street, Old Amersham, Bucks HP7 0DP 01494 723700

info@AmershamMuseum.org www.AmershamMuseum.org, www.Amershamhistory.info

What is Amersham Museum looking for?

We are seeking:

- creative, friendly and engaging volunteers happy to work on fundraising individually or with other volunteers and the staff team, always respecting museum policy.
- people of all ages and from all backgrounds, who are trustworthy and reliable, and will enjoy the opportunity of community networking.
- people who like being a team member but also working effectively without direct supervision.
- volunteers able to keep basic financial records and to handle cash.
- people comfortable with representing the museum in public and being a great ambassador.

Will I need any special skills and experience?

No all you need is enthusiasm and a willingness to learn. An interest in the history of Amersham would be a bonus!

Whilst not essential, professional fundraising skills and experience would be an advantage - please do let us know.

Would there be any benefits for me?

You might:

- enhance your CV and gain practical experience of fundraising in the voluntary sector.
- gain confidence in communicating effectively with a wide range of people.
- enhance your organisational skills.
- engage with your local communities
- join our family of volunteers and staff and make a real difference in our community.

Who will I volunteer with?

You may be volunteering as part of a team, or independently. Please be assured that there will be other volunteers and staff around to support you. Briony Hudson, Museum Director, will be your main point of contact and support.

How much time will I need to give?

This will be flexible in this role. It may be an hour a week, or any amount of time per week you would like to contribute. You will be in control of the time you give and when you volunteer. Every hour you give will be hugely appreciated and valuable!

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