



## Admin volunteer

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| <p>Main purpose</p>                        | <p>As an Admin volunteer you will be helping with various admin tasks according to your interests and expertise.</p>  |
| <p>You shall be doing some of these...</p> | <ul style="list-style-type: none"> <li>• typing Gift Aid forms into Excel</li> <li>• collating survey data</li> <li>• updating visitor numbers</li> <li>• performing research into potential customers (e.g. schools)</li> <li>• updating volunteer hours</li> </ul>  |
| <p>The role would suit someone who...</p>  | <ul style="list-style-type: none"> <li>• has basic knowledge of Excel and Word</li> <li>• wants to help an independent charity on the Suffolk Coast</li> </ul>  |
| <p>In return we shall offer you...</p>     | <ul style="list-style-type: none"> <li>• a supportive, friendly environment</li> <li>• opportunities for personal and professional growth and development in a community-focused museum</li> <li>• induction to the Museum</li> <li>• full training opportunities to perform the role</li> <li>• invitation to volunteering events</li> </ul>   |
| <p>Location and Hours</p>                  | <p>Felixstowe Museum, View Point Road, Felixstowe IP11 3TW</p> <ul style="list-style-type: none"> <li>• the museum is open to the public Easter to November, with behind-the-scenes work continuing over the winter</li> <li>• this role best suits someone who can provide half a day or a full day each week or fortnight, depending on the task you wish to do</li> </ul>  |
| <p>Further info</p>                        | <p>Email: <a href="mailto:depmanager.museum@landguard.com">depmanager.museum@landguard.com</a><br/> <a href="https://landguard.com/felixstowe-museum">https://landguard.com/felixstowe-museum</a></p> <p> FelixstoweMuseum<br/>  @felixstowe_museum</p> |

*No experience necessary – just bring your enthusiasm!*