

PERSON SPECIFICATION

MUSEUM & ARCHIVES ASSISTANT

Our department: HERITAGE & LEARNING

What are the qualities, skills, and experience I'll need for this role?

- ✓ Basic IT skills (for scanning, cataloguing and auditing tasks)
- ✓ Attention to detail
- √ Good organisational skills

What does the Isle of Wight Steam Railway expect from a volunteer?

- ✓ To be a friendly face to our visitors and deliver excellent customer service (whether your role is directly 'customer-facing' or not)
- ✓ Although this role is voluntary, we expect volunteers to be dependable and to demonstrate a high level of commitment and reliability
- ✓ All volunteers should contribute towards ensuring our railway is presented to the highest standards
- ✓ To be presentable at all times, wearing the appropriate uniform/overalls/PPE for the role
- ✓ To protect our other volunteers, staff, and assets by understanding and following the correct safety and security procedures
- ✓ Maintain healthy working relationships with volunteers, staff, and our visitors
- √ Take part in appropriate training
- ✓ Act in accordance with the values and objectives of the IW Steam Railway as outlined in our Volunteer Policy and other relevant documents

What Skills or Abilities is it desirable for me to have for this role?

- ✓ Interest in social, industrial, or railway history
- √ Interest in local history

Are there any qualifications I might have that would help me in this role?

✓ No formal qualifications are required

How physically capable does this role require me to be?

You should be comfortable with the physical demands outlined in the role description, as these form an integral part of this role.