# **Text Description automatically generated with medium confidenceAccessibility Volunteer Role Description**

## **Reporting to:**

Community Project Officer

## **Who we are:**

The Florence Nightingale Museum celebrates the life and work of the world’s most famous nurse. Located on the banks of the river Thames opposite the Houses of Parliament, the museum attracts visitors from around the world who want to learn more about the ‘Lady with the Lamp’ and her Victorian world. We also examine Florence’s legacy and her influence on nursing today.

## **Why we need your help:**

We are recruiting volunteers to improve the accessibility of the museum website and gallery. The role will help with the backlog of existing content on the museum’s online presence, such as writing alt-text descriptions for images on our website or proofreading and correcting auto-captions on our YouTube channel. Working with the Community Project Officer and Marketing Officer, volunteers can contribute to the accessibility of ongoing projects as well, such as large print guides for new gallery content and upcoming social media posts.

There is always more to be done to improve our accessibility, so we welcome input from volunteers in other areas that need attention too.

## **How much time will it take?**

The time commitment is very flexible as we understand improving accessibility is a never-ending to do list! Many of the tasks and training can be completed remotely if you would prefer and/or in-person – please indicate your preference in your application.

You may be able to volunteer 1 day a week or fortnight during museum opening hours, or a few hours in the evening several nights a week. As a minimum, we recommend the equivalent of 1 hour per week, though this could be one half-day every month, for example. Please get in touch if you would like to discuss options.

All volunteers are required to complete basic data protection and safeguarding training if volunteering at the museum in-person, which takes 1-2 hours. Depending on your previous experience with the accessibility tasks, the museum can provide relevant training as needed. This can be delivered in-person or remotely, approx. 2-3 hours.

## **Role and responsibilities:**

* To attend basic training on data protection and safeguarding
* To complete training as necessary on each accessibility task
* To assist with improving accessibility, e.g. writing alt-text, captions, large print guides, etc.
* To check in with the project lead in occasional meetings

## **Who are we looking for?**

Anyone aged 18 or over who is interested in or has experience with improving accessibility at visitor attractions or other public spaces. An interest in Florence Nightingale, Mary Seacole, and nursing history is desirable.

## **The role will suit someone who:**

* Has an interest in improving accessibility in museums
* Has an interest in museums, Florence Nightingale, Mary Seacole and/or nursing history
* May have some previous experience and skills in improving accessibility (not required)
* Has good written and verbal communication
* Is proactive and has the ability to take initiative
* Is able to work well independently or as part of a team
* (In-person) Is security conscious, adhering to the museum’s policies concerning Health and Safety and the wearing of your pass at all times when on the premises

## **What we can offer you:**

* Training in improving accessibility
* Opportunity to gain experience working in a museum environment
* Opportunity to engage with history
* Chance to meet new people
* Reimbursement of out-of-pocket expenses in line with the museum’s policies

## **Your commitment to us:**

* Approx. 1-3 hours of training in basic relevant safeguarding and data protection
* Suggested minimum time equivalent to 1 hour per week
* To work within our procedures including all those relevant to Health and Safety and the security of our collections
* To work within our Equality and Diversity policy, being respectful to individuals, whether they be customers, staff, volunteers or others in the museum

## **Next Steps:**

If you are interested in this role, please read the full role description, and complete an expression of interest form and email to [morgan@florence-nightingale.co.uk](mailto:morgan@florence-nightingale.co.uk)

Alternatively, please call the office on 020 7188 4400 to discuss your experience and what you hope to gain by volunteering. If Morgan is not available, please leave your contact phone number and preferred time for a call back.