Nidderdale Museum Volunteer Co-ordinator

Freelance contract

Duration: 8 months It is hoped to appoint in March to start the contract from 1 April 2026

Fixed fee: £11,000 (up to £500 will also be available for materials, travel and consumables)

The post-holder may be able to carry out some work flexibly and from home, but will generally be expected to be on site for 2 days per week.

Funding source

Supported using public funding by ARTS COUNCIL ENGLAND

PROJECT BRIEF

Role
Museum Volunteer Coordinator
Reporting to: Chairman
Working with: Trustees and Volunteers

Project background and aims

Nidderdale Museum is a local history museum in Pateley Bridge, North Yorkshire which opened in 1975 and shows how life was lived over the past 200 years in Nidderdale. The Museum is accredited and is an independent Charitable Incorporated Organisation entirely volunteer-run apart from occasional project staff. The Museum welcomes around 5000 visitors each year from the local community and beyond, inspiring them to learn about the history of the dale. Its current team of around 50 volunteers undertake stewarding of the 32,000 items in the collection as well as conservation, curation, cataloguing etc. Volunteer numbers have decreased since COVID and the age profile of the volunteers is increasing. The Museum's survival depends upon a number of active volunteers with appropriate skills and experience. The purpose of this project is to recruit more volunteers and also to upskill the current cohort to provide more supervisory skills and to create more activities to ensure greater volunteer satisfaction. The emphasis is on active research, with tasks and activities being set up and evaluated throughout the project. The aim is to devise and implement strategies to attract more volunteers and improve retention by enhancing the volunteering experience and broadening the range of activities offered.

This post is funded by Arts Council England through Museum Development North and by Two Ridings Community Foundation and aims to help the Museum move forward with more effective use of its current volunteers and to help its plans for relevant future professional assistance.

Role purpose

The aim of this post is to carry out active research into operating a museum using volunteers to ensure that strategies for recruitment, retention, training and satisfaction are actively investigated. Before the end of the project, the postholder will be required to evaluate the various activities and methods that have been piloted and identify and report on the recommended way forward. They will then support the Chairman and trustees in writing an application for further funding for an appropriate post.

We wish to investigate ways of using our current volunteers more effectively, by setting up additional projects or activities that can be managed by experienced volunteers so that more volunteers can be involved and better used and access to museum resources can be extended. There are currently around 8 volunteers involved each Monday and another 3 or 4 each Wednesday working on projects and day-to-day museum tasks, as well as at least 2 stewards per day on days when the Museum is open. This is generally daily except Mondays in the summer and weekends over winter.

Key tasks and responsibilities

The post-holder will support the Museum in recruiting new volunteers and training and working with all volunteers to improve their experience as well as improving the work of the Museum. They will engage with current volunteers and identify the key areas / challenges and areas for improvement. They will help empower volunteers to set up and supervise activities and make volunteering at the Museum a more interesting and fulfilling role, while carrying out the essential work of the museum. An evaluation of the active research and recommendations regarding future professional help and the writing of a funding application, together with the Chairman and trustees will be expected.
The postholder will work closely with the Chairman and other trustees to:

- Recruit new volunteers
- Establish dialogue with volunteers and trustees
- Investigate and implement activities to improve volunteer retention
- Develop new volunteer roles as necessary and create role descriptions
- Carry out an audit of skills and areas of interest
- Provide training to volunteers as required
- Identify volunteers who could take on a more supervisory role and help them do that
- Investigate (and implement if suitable) an on-line system such as 3Rings for creating steward rotas. Investigation to include whether existing volunteers would prefer such a system
- Create and manage new volunteer projects / activities
- Investigate possible remote volunteering opportunities
- Develop framework for possible application to funding sources for Volunteer / Activity Coordinator / Manager based on needs identified

Expected outputs

- Report and recommendations following skills analysis and volunteer preferences
- Increased number of volunteers able to supervise groups
- Appropriate volunteer role descriptions
- New volunteer projects/activities outside the current days
- Report and recommendations regarding on-line system for creating steward rotas
- Recommendations for future funding of a part-time post, including funding application

Person Specification

Person specification	**Essential/Desirable**
Extensive recent experience of recruiting, managing and working with volunteers	E
A thorough and demonstrable understanding of why people volunteer	E
Experience of managing paid staff and/or volunteers	E
Excellent communicator (verbal and written)	E
Excellent interpersonal skills	E
Ability to work alone/remotely and as part of a team	E
Ability to demonstrate team-working ethos and strong motivation skills	E
Experience of Project Management	E
Ability to work to tight deadlines	D
Previous experience working with museums and/or heritage sites	D/E
Experience of managing budgets	D

You must be registered (or willing to register) as self-employed and be responsible for your own tax status and National Insurance contributions. You must be able to provide sufficient information to enable Nidderdale Museum Society CIO, who own and manage the Museum, to confirm a clear Disclosure and Barring Service disclosure.

Next Steps

If you would like an informal chat about the project, you are welcome to contact Sue Welch, the Chairman of Nidderdale Museum on 07711 980399, or send an e-mail to admin@nidderdalemuseum.com.
If you wish to apply, please complete the attached cover sheet and provide a covering letter addressing the key tasks identified in the job description, setting out your relevant experience and describing how you fit the person specification. Please provide the names of two referees and indicate whether the Museum may contact them prior to interview. Send this information with your letter and an indication of your availability by email to **admin@nidderdalemuseum.com to arrive before 5pm on 27th February 2026**

Interviews will be held in the week commencing 9th March 2026

Equal Opportunities

Nidderdale Museum Society CIO is committed to equality of opportunity and to a pro-active and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity. No applicant for an appointment, or member of staff once appointed, will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability, sexual orientation, religion, or age. If any employee or volunteer considers that he or she is suffering from unequal treatment on any of the above grounds, he or she may make a complaint, which will be dealt with through the agreed procedures for complaints or grievances or the procedures for dealing with bullying and harassment, as appropriate.

Nidderdale Museum Society CIO

Application form: Volunteer Coordinator 2026

Post based at
Nidderdale Museum, The Old Workhouse, King St, Pateley Bridge HG3 5LE

Name		
Address		
Contact number(s)		
Email		
Education and qualifications		
Current position or contracts and salary (if applicable)		
Notice period (if applicable)		

Please attach a covering letter which provides details of your experience, skills and knowledge in relation to the attached Role Description. Please pay particular attention to the essential elements of the Person Specification.

Please supply the names and contact details of two referees and indicate whether we may contact them prior to interview.

Please return the form and covering letter by email to: admin@nidderdalemuseum.com before 27th February 2026

We will acknowledge receipt of your application, but if you have not heard further from us by 9th March 2026 please assume that you have not been successful on this occasion.