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museums:

- NOTHE FORT
- TUDOR HOUSE



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Founded 1944 to serve the people of Weymouth, Portland and surrounding areas

### Assistant Volunteer Liaison Officer, Nothe Fort

<b>Background</b>	Nothe Fort is possibly Weymouth's most popular visitor attraction with 50,00 visitors a year. It is managed by eight paid staff and over 100 volunteers, and is an accredited museum.
<b>Brief Description</b>	To support/assist the Volunteer Liaison Officer (VLO)
<b>Answerable to</b>	The VLO (and through him or her to the Nothe Fort Sub-Committee)
<b>Commitments</b>	<p>The Assistant VLO is expected to commit an average of four days per month to the role. This includes assisting in:</p> <ul style="list-style-type: none"><li>• The welcome for new volunteers to the fort, ensuring induction is conducted and all necessary paperwork has been completed;</li><li>• Ensuring that new volunteers settle into their role and feel comfortable;</li><li>• Ensuring all volunteers are kept informed of developments and able to participate in celebrating success;</li><li>• Helping volunteers to feel that they can be heard when they have a concern;</li><li>• Supporting the organisation of social activities arranged for the volunteers;</li><li>• To ensure that volunteer records are kept up to date.</li></ul>
<b>Person specification</b>	<ul style="list-style-type: none"><li>• Able to communicate sympathetically with volunteers;</li><li>• Able to understand the role and needs of the volunteers in the overall structure of the organisation</li><li>• Organised and meticulous</li><li>• Friendly and sociable</li></ul>
<b>Applications</b>	<p>Applications by letter or email by 15<sup>th</sup> July 2019 to Brian Martin, Chairman Nothe Fort <a href="mailto:brian.martin@nothefort.org.uk">brian.martin@nothefort.org.uk</a> Nothe Fort, Barrack Road, Weymouth DT4 8UF</p>