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|  | Becoming a Volunteer |

Volunteers make a crucial contribution to the operation and continued development of Imperial War Museums (IWM). This leaflet seeks to provide the first time enquirer with a more detailed insight into the volunteer programme now operated at our three London Branches. It also includes information on what steps to take if you would like to volunteer at one or more of them.

# Current Options for Involvement

Within London IWM currently involves adult (18+) volunteers at its three branches. These are HMS Belfast, Churchill War Rooms and IWM London. Section requirements vary as projects begin or complete but openings can include collections support, engaging with visitors, Friends membership operations, a range of specialist office support roles and collections care. Volunteer opportunities exist for both weekday and weekend roles but there are currently no regular evening roles available. For the latest picture on section recruitment needs and our current voluntary roles contact the Volunteer Programme Manager.

# Expected Commitment

The minimum level of commitment expected from an IWM Volunteer is normally 12 voluntary service visits each year – at least one visit each month. In practice many sections encourage a much greater level of involvement – in some teams it is not unusual for volunteers to attend on one day each week.

# Is specialist experience needed to volunteer?

Voluntary service within IWM’s London branches is open to anyone over 18 years of age. Although some sections will only consider applicants with relevant experience, for other sections prior experience is not essential. For the majority of IWM volunteer roles a positive attitude and flexibility are more relevant considerations.

# Benefits

For IWM volunteers one of the chief benefits of membership is the opportunity to become more closely involved with IWM and our conservation, display and interpretation projects. As part of such involvement IWM Volunteers are entitled to unlimited free entry to the three London branches during the period of their volunteer service. Volunteers also enjoy discounts in the shops and catering outlets operated by their branch.

# Payment of Expenses

For longer term volunteers at our three London Branches IWM can assist with the cost of routine travel to your branch or project up to a maximum of £10 per return journey made. With prior agreement we will also fund any non routine travel that may be required as part of the voluntary service, or any other agreed out of pocket expenses on materials that may be required in the course of your duties. We do not provide meals for volunteers in normal duty circumstances although volunteers do receive staff discount in their branches restaurant areas.

# Applying to become an IWM Volunteer

Anyone wishing to volunteer with IWM’s London branches must apply, using an application form upon which section preferences and previous experience are detailed. Involvement as a volunteer will usually be dependent upon an initial interview with the Volunteer Programme Manager and subsequent interview with the leader of the department or team that you wish to join. IWM will select from the pool of applicants on the basis of the experience, interests and circumstances identified during the application process. As part of this process IWM reserves the right to take up references from applicants for voluntary service. Where suitable volunteers are identified by the recruitment process for sections which have no current vacancies, they will be offered the option of joining a reserve list for that section. As part of the enrolment process all applicants also need to complete a basic disclosure form which allows IWM to carry out a security check prior to making any final decision on their suitability.

# Next Steps

If you have not already received one, an IWM Voluntary Service Application Form can be obtained from the Volunteer Programme Manager, IWM London Branches, volunteerlondon@iwm.org.uk.

The Volunteer Programme Manager will also be happy to help with any other linked questions, which you may have either now or in the future.