



SIR JOHN SOANE'S MUSEUM LONDON

13 LINCOLN'S INN FIELDS
LONDON WC2A 3BP

TELEPHONE: +44 (0) 20 7405 2107

EMAIL: admin@soane.org.uk www.soane.org

REG CHARITY NO: 313609

Development Volunteer

Sir John Soane's Museum, London, UK

About us:

Sir John Soane's Museum is the home of the great Regency architect Sir John Soane (1753 – 1837), and it displays his important and diverse collection of antiquities, furniture, models, and paintings arranged as they were at the time of his death. In addition, it preserves his collection of over 30,000 architectural drawings and a fine library of over 7,000 volumes. It has been described as the 'supreme example of the house-museum in the world' and remains an iconic inspiration for architects, artists, and designers.

Key to the Museum's success is the small but high-performing and welcoming Development Team, led by the Director of Development and two Development Managers (one is responsible for the Museum's patrons; and the other for the team's relations with major donors, trusts and foundations). The team manages an income target of just under £1.5m across its major strands.

What will the role involve?

You will provide short-term administrative support to the Patrons Manager with respect to assembling an up to date and accurate list of friends and low-level donors.

Your role will specifically involve data input (and the cleaning of individual records) and contributing to the development and planning of a group email / newsletter and a strategy for future events for this target group.

The Development Team manages a good and wide group of friendly patrons, members of the Inspector's Fund, major donors, trusts / foundations and to a lesser extent corporate partnerships.

Following the transition to a new CRM database, Salesforce, last autumn, and the recruitment of a new Development Team this spring, we wish to pull together an accurate and up to date list of Friends and other regular low-level donors who give less than the annual £2k donation to join the Patrons' group.

This is a discreet task, with a clear beginning and end which will help us create a stronger sense of community and excitement amongst our friends and low-level donors (in line with similar organisations of our size and structure).

Links: <https://www.soane.org/support-us/join-us>

Availability:

We hope that you'll be able to join us for about a day each week for a period of 3-4 months, although these hours can be spread across several days. This day should ideally be worked in the Development Office (so that we can help you understand and work with the database). We are otherwise happy to discuss individual flexibility and work around commitments for all other projects.

We need an individual who is:

- Comfortable volunteering as part of a team

- Comfortable using computers for office tasks (Microsoft Word and Excel will be used regularly as part of this role)
- Interested in data gathering, research and writing. Some writing, proof-reading and research experience would be helpful
- Interested in museums and galleries. This role would be ideal if you are considering a career in development, development operations and/or events

What we will offer you:

This role be supervised by the Patrons Manager and will help you to develop some key skills related to the running of any membership scheme. These include database management, prospect research, events planning and delivery. We will also offer you:

- A welcome day training session as well as possible training in project-specific areas which might be of interest to you
- The opportunity to continue to take part in talks and events as part of the Volunteer programme
- Reimbursement for out-of-pocket travel expenses up to a maximum of £12.50 per day.

How to apply:

To apply please email your CV and a covering letter to volunteer@soane.org.uk or by post to Victoria Witty, Volunteer Manager, 13 Lincoln's Inn Fields, London, WC2A 3BP.

The deadline for applications is 1st November at 5pm.

We welcome applicants from all sections of the community, and you do not need to have volunteered before.

We plan to organise informal discussions at the Soane Museum on either 20th or 22nd November which will include the Volunteer Manager and the Patrons Manager. We won't be able to offer informal discussions to everyone who applies but we will provide feedback on applications if it is requested.

Please email the Volunteer Manager (volunteer@soane.org.uk) if you have any questions about this role.

If you have an access need you would like to let us know about at this stage, please get in touch and we'll be happy to answer any questions.

Thank you!