



Volunteers Policy

1. Introduction

The Museum of Transology is committed to creating meaningful and fulfilling opportunities for transgender, non-binary and intersex volunteers as an integral part of our community engagement efforts. We recognize the immense value that trans, non-binary and intersex individuals bring to our organization and strive to provide a welcoming, inclusive, and empowering environment for all volunteers.

By providing individuals with a closer understanding of our work and the collections, the museum supports the principle that *'All those who work in and with museums should ensure that everyone has the opportunity for meaningful participation in the work of the museum'* ('Code of Ethics for Museums', Museums Association, 6th Edition 2016, section 1.7).

2. Definition of a Volunteer

2.1 The museum defines a volunteer as an individual who gives their time, energy and skills of their own free will, without financial reward of any kind, for the mutual benefit of the museum and themselves.

2.2 Volunteers are to understand that their role does not give them the status of a worker or employee in legal terms. Volunteers do not replace paid staff, but compliment their services.

2.3 The MoT primarily engages Volunteers aged 18 and over. Any Volunteer under the age of 18 must be supervised at all times by a DBS-cleared adult while working on-site or in person as part of Museum activities.

3. Purpose of this Policy

The purpose of this volunteer policy for the Museum of Transology (MoT) is to:

- Affirm the museum's commitment to actively involving transgender, non-binary and intersex volunteers in its operations, recognizing the unique value and perspectives they bring to the organization.
- Acknowledge the significant contributions transgender, non-binary and intersex volunteers make to the museum's mission of preserving, celebrating, and sharing transgender histories and experiences.
- Provide a foundation for expanding volunteer involvement and creating meaningful opportunities for trans, non-binary and intersex individuals to

engage with the museum and its community.

- Offer comprehensive support, guidance, and direction to both staff and volunteers, ensuring a positive and mutually beneficial experience for all involved.
- Establish the values and standards of the MoT in its engagement with trans, non-binary and intersex volunteers, promoting inclusivity, respect, and empowerment.
- Ensure that decisions related to volunteer recruitment, selection, and management are made fairly and transparently, without discrimination or bias.
- Clarify the role and status of trans, non-binary and intersex volunteers within the organization, defining the boundaries between volunteer and staff responsibilities to foster a harmonious and collaborative working environment.
- Maintain the ongoing quality of both the volunteering opportunities provided by the MoT and the activities carried out by trans, non-binary and intersex volunteers, through regular feedback, evaluation, and improvement processes.

4. Volunteer Recruitment

4.1 The MoT actively seeks skilled and dedicated volunteers to support our mission and operations.

When the MoT identifies a need for volunteers with particular expertise or to assist with specific tasks, we create detailed and engaging call-out announcements. These announcements clearly outline the volunteer role, required skills or experience, and the expected time commitment. We also highlight how the volunteer opportunity aligns with our mission and the impact it will have on the trans, non-binary and intersex community.

In addition to being posted on our website, we actively promote volunteer call-outs through our social media channels. By leveraging our digital presence, we can reach a broad and diverse audience of potential volunteers, including those who may not regularly visit our website.

Our social media posts about volunteer opportunities are designed to be eye-catching, informative, and shareable. We use engaging visuals, clear and concise language, and relevant hashtags to maximize the visibility and reach of our call-outs. We also encourage our followers to share these posts within their own networks, helping to expand our volunteer recruitment efforts even further.

To streamline the volunteer application process, our website and social media posts include links to online application forms or direct contact information for our Volunteer Coordinator. This ensures that interested individuals can quickly and easily express their interest in

volunteering and provide the necessary information for our team to assess their suitability for the role.

4.2 Prospective volunteers who express an interest in the opportunities will be invited to chat with the Volunteer Coordinator to discuss the project and their interest in it.

5. Volunteer Roles

The Museum of Transology (MoT) is committed to providing a wide range of volunteer roles that cater to the diverse skills, interests, and experiences of the transgender, non-binary and intersex community. As our organization continues to grow and evolve, we are constantly seeking new ways to involve volunteers in our operations and create meaningful opportunities for engagement. Some examples of current and potential future volunteer roles include:

1. Digital Archivists
 - Assist in cataloging, documenting, and preserving the museum's digital collections
 - Support the digitization of physical artifacts, documents, and other materials
 - Collaborate with staff to ensure the accurate and respectful representation of trans, non-binary and intersex narratives in digital archives
2. Exhibition Invigilators
 - Provide a welcoming and informative presence in the museum's exhibition spaces
 - Engage with visitors, answering questions and providing insights into the displayed objects and stories
 - Monitor the safety and security of exhibitions, reporting any concerns to museum staff
3. Social Media Ambassadors
 - Contribute to the development and implementation of the MoT's social media strategy
 - Monitor and respond to comments and messages on the museum's social media platforms, fostering a sense of community and dialogue.
4. Exhibition Installation and Maintenance Volunteers
 - Assist with the physical installation of exhibitions, including but not limited to mounting objects, hanging artworks, and setting up display cases
 - Contribute to the construction of exhibition elements, such as pedestals, shelves, and signage
 - Help with the lighting and audio-visual setup for exhibitions, ensuring optimal visibility and accessibility
 - Perform regular maintenance and upkeep of exhibition spaces, including cleaning, dusting, and minor repairs

6. Induction and Training

6.1 All volunteers will receive a general induction covering the nature and purpose of the organisation, housekeeping issues, Health and Safety, Safeguarding Policies and

Procedures and our communication strategies, as well as the practicalities of the volunteer's role. They will be asked to sign a Volunteer Intake Form at the end of their training as evidence of their attendance.

Volunteers are expected to comply with all the MoT policies while they are on its premises or undertaking any of their volunteering duties.

Volunteers will receive specific training to provide them with the information and skills necessary to perform their role. The training should be appropriate to the complexity of the role and the capabilities of the volunteer.

6.2 Upon completion of induction training, volunteers will be asked to sign a Volunteer Policy Acknowledgment Form. This form confirms participation in the training session and represents a mutual understanding between the volunteer and the organization. This agreement is a pledge of goodwill and mutual understanding, it is not a legally binding contract.

7. Expenses

The MoT is not able to pay expenses to volunteers, except on specific occasions at the discretion of E-J Scott, Museum of Transology Curator.

8. Supervision and support

The MoT is committed to ensuring that all volunteering experiences are meaningful, enjoyable, rewarding and safe. All volunteers are assigned a member of the MoT team as a point of contact during their time spent volunteering for the Museum.

Volunteers do not have the authority to represent themselves as spokespersons for the Museum, to make contracts for the Museum or make any other commitment on its behalf.

9. Volunteer Departure Notice

The Museum of Transology (MoT) understands that circumstances may change, and volunteers may need to end their relationship with the museum. In such cases, we kindly request that volunteers provide as much advance notice as possible regarding their last available date.

We appreciate the time, effort, and commitment that our volunteers dedicate to the MoT, and we value the contributions they make to our mission. By providing sufficient notice of departure, volunteers enable us to plan accordingly, ensure a smooth transition of responsibilities, and minimize any disruption to ongoing projects or initiatives.

10. Confidentiality

On occasion volunteers may become aware of confidential information about the MoT, its team, external partners or fellow volunteers. Volunteers should not disclose this information or use it for their own or another's benefit without the consent of the party concerned. This does not prevent disclosure once the information is in the public domain (unless it has been

made public as a result of the volunteer's breach of confidentiality) or where the law permits or requires disclosure

11. Problem Solving

Although the MoT will make every effort to ensure the volunteer experience is positive and rewarding, we recognise that there are occasions when volunteers may wish to raise concerns. Volunteers have the right to raise any volunteering-related matter, for example regarding another volunteer, a member of the MoT team or their role. All these matters should be brought up first to the Volunteer Coordinator.

The Volunteer Coordinator will normally try to solve any problems informally, but if this is not possible the formal complaints system will come into operation.

12. Evaluation

At the end of a volunteer's engagement with the museum they will be thanked for their contribution and invited to provide feedback about their experience to help improve the programme for future volunteers.

13. Volunteer Coordinator Contact Details

For any further enquiries or to discuss volunteering opportunities with the Museum of Transology contact our Volunteer Coordinator LoLo Noble at: lolo.noble.mot@gmail.com