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**Volunteer Management Qualification Applicant Information**

We are pleased to be able to offer this opportunity for volunteer co-ordinators/managers in our region to participate in a 4 session volunteer management course and qualification: Institute of Leadership and Management (ILM) Level 3 Award in Management of Volunteers

**Who is the course for?**

Anyone working with volunteers in an Eastern Region museum in a co-ordinating/managing role.

* You do not have to have previous volunteer management training, but those who do may be prioritised.
* Priority will be given to applicants whose museums are either Accredited, or Working Towards Accreditation.

**Location**: You can apply to be on the course at either the Bedford, or Stowmarket venue.

**Time commitment:** The expectation from the ILM is that the whole qualification requires a commitment of 60 hours (16 of which are within the 4 workshop days).

The rest of the time consists of assignments to be carried out between sessions. These will include looking at their organisation’s policies, undertaking skills assessments with volunteers, providing feedback and undertaking a written assessment. The tutor provides all the required information, practical activity templates and tutorial support to assist participants with this work.

Bedford course: venue The Higgins – times 10.30am – 3pm

* Wednesday 8 March
* Wednesday 5 April
* Wednesday 10 May
* Wednesday 7 June

Stowmarket course: venue the Museum of East Anglian Life – times 9.30am – 2pm

* Tues 4 April
* Tues 9 May
* Tues 6 June
* Tues 4 July

**Cost:** £100 per participant (Please contact Sally Ackroyd at the SHARE team if this cost is prohibitive for your museum)

**Trainer:** Christine Laverock is an experienced trainer who has run an Approved ILM Centre since 2005. Much of her work is with the voluntary and community sector and previous participants on her courses have given us excellent feedback about her way of delivering the courses, her communication and in-depth understanding of the subject.

**Applying for the course:** There are limited numbers of places for the courses.

Following our request for expressions of interest in the January SHARE newsletter, we now have a **short deadline** for you to put in your application (see separate form).

**Application deadline:** **Wednesday 22nd February 2017 at 12noon.**

Please send to Sally.ackroyd@norfolk.gov.uk 01603 638141

Please contact Sally if you have missed the deadline in case we still have availability.