



The Bradford Police Museum

Museum Tour Guide Volunteer Role Profile

This role involves taking groups of visitors on guided tours of the Victorian cells, which formed part of the original police station, together with a visit to the beautifully preserved Victorian Court Room; explaining the history and heritage of policing within the context of crime and punishment, the criminal justice system and civic enforcement in Bradford from the early 19th Century onwards.



Summary of the core role element:

Main Tasks:

- Main tasks and responsibilities of the role:
- Greeting and welcoming tour groups upon their arrival, handing out guidance materials and explaining our facilities.
- Conducting museum tours of one hour in length.
- Conducting occasional tours of museum and facilities (e.g. "behind the scenes") for VIPs, special visiting groups, etc.
- Dealing skilfully with a variety of visitors under a variety of circumstances.
- Assisting visitors in using the interactive facilities around the museum and answering general enquiries about the building, exhibitions, activities, and local history.
- Being well informed of all facilities, events and exhibitions taking place in the Museum and actively promoting these to enhance the enjoyment of visitors.
- Continually keeping informed about changes in museum exhibits.
- Assisting, on occasion, with evening special event programs.
- Ability to commit to attending regularly as agreed in the volunteer rota, and to let the appropriate Team Leader know in good time if unable to attend.
- Attend meetings, development opportunities and other duties associated with the role,
- Observe and implement relevant policies including: Equality and Diversity, Health and Safety and Safeguarding Policies; for which training will be given.

Person specification – ESSENTIAL SKILLS / EXPERIENCE required for the role:

- Over 18 Years of Age.
- Excellent communication skills, both written and oral, with clear and confident public speaking skills.
- Comfortable speaking to small and large groups of people of all ages.
- An enthusiasm for the museum and its aims, and a genuine interest in local social history.
- A co-operative and collaborative approach to working with other volunteers and staff as part of a team.
- Good knowledge of and ability to follow appropriate Health & Safety legislation.
- Vigilance and an understanding of the need to keep visitors and exhibits safe.
- Physically fit - able to sustain tours of 1 hour in length, and walk up stairs.
- First aid qualified or willing to undergo first aid training.
- Willingness and ability to attend relevant training and meetings.
- A commitment to working with all sections of the community and to providing additional support to those visitors who may need it.

Person specification – DESIRABLE Experience:

- Previous experience or working in the police or related service; OR previous experience of tour guiding, or a desire to develop skills or work in this area
- Previous experience in a museum setting; or the desire to work in this field

Contact us

Monday & Tuesday	Friday & Saturday
09:00 - 17:00	10:00 - 16:00
07597604215	07597604213

Centenary Square, Bradford, BD1 1SD

Open to the public every Friday & Saturday from 10:00 - 16:00



The Bradford Police Museum / Under The Clock
Bradford is a registered charity No 1169131



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Time Commitment

Front of House volunteers are asked to select either a Friday or Saturday (or both if desired by the volunteer), to be confirmed in advance to the Museum Administrator. The museum is open from March to November each year, on Fridays and Saturdays, from 10:00am – 4pm. There are also occasional special events and evening pre booked Group Tours, that front of house volunteers can help with, if they would like to and are available.

Training & Support

All museum volunteers receive a museum orientation and overview of their role when they start volunteering with us. A full induction is provided upon completion of a mutually agreed trial period. Ongoing, role specific training is provided in-house. There are occasional additional opportunities to attend training provided by third parties, where required.

About The Bradford Police Museum...

The Bradford Police Museum is an award winning independent museum, accredited with Arts Council England and a registered charity based in City Hall, Centenary Square in the centre of Bradford. Voted one of the best small museums in the country by The Times in 2023 and Winner of TripAdvisor Travellers' Choice award 2022.

The Bradford Police Museum is a fascinating destination for anyone interested in the history of law enforcement. Located in the heart of Bradford, the museum showcases the evolution of policing in the city, from the early days of the watchmen to the modern police force. Visitors can explore the museum's extensive collection of artifacts, including uniforms weapons, and vehicles, and learn about the brave men and women who served in the Bradford Department over the years. Whether you're a history buff or simply curious about the inner workings of law enforcement, the Bradford Police Museum is a must-visit destination.

Next Steps...

For more information about the role, or to receive an application form, please email the Museum Administrator at volunteering@bradfordpolicemuseum.com!

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