

BCT Ambassador

Volunteer Role:	BCT Ambassador
Responsible to:	Trust Director
Hours and time frame:	To cover ad-hoc bookings from groups (1-2 hour slots), plus travel time
Location/workspace /equipment:	Various community locations
Purpose:	To give illustrated talks on the work of Birmingham Conservation Trust and Newman Brothers Coffin Fitting Works to community, business and amenity groups
Responsibilities:	<ul style="list-style-type: none"> • To research and learn history of the CFWs and understand social historical context of the Jewellery Quarter and Victorian life and times • To understand the work of the Birmingham Conservation Trust – with an overview of current and past projects • To give illustrated talks using PowerPoint presentation, handling objects and artefacts • You may need to travel to hosting venues • To promote the Trust's track record and expertise for consultancy work • To identify opportunities for future partnerships with groups and potential projects • To seek feedback and take some photographs (for future publicity) • To keep an accurate record of your volunteer hours and submit a timesheet
Skills/qualities required:	<ul style="list-style-type: none"> • A passion for and interest in the work of the Trust • Excellent presentation skills • Enthusiasm and ability to engage with adults • Ability to retain information • Ability to be flexible • Ability to operate multi-media equipment/projector
Support/training provided:	<ul style="list-style-type: none"> • Support of BCT staff in preparing for the presentation • Ready-made presentations • Familiarisation visits to CFWs • Historical information and reading • Occasional use of laptop and projector and training on how to use it • 'Out of pocket' expenses • Access to archival material • Additional relevant training as identified
What Birmingham Conservation Trust expects from volunteers:	<ul style="list-style-type: none"> • Maintain good working relationships with staff, other volunteers and members of the public • Attend appropriate training and learn about the work of Birmingham Conservation Trust • Promote understanding and enjoyment of Birmingham's built heritage • Be reliable in delivering tasks identified • Observe organisational policy and procedures • Protect BCT property from theft, damage or loss, within the limit of their responsibilities • To safeguard confidential information about BCT and refer any controversial matters relating to the work of BCT to their manager