

Bereavement Councillor

Volunteer Role:	Bereavement Councillor
Responsible to:	Trust Director
Hours and time frame:	1-2 hours per month
Location/workspace/equipment:	BCT Offices, Lancaster House, Queensway
Purpose:	To offer advice and training to staff and volunteers in dealing with issues of bereavement and terminal illness, especially for volunteers working with children. The subject of death is unavoidable at the Coffin Fitting Works, and those delivering the public activity programme need to be adequately prepared
Responsibilities:	<ul style="list-style-type: none"> • To offer one to one advice to BCT staff and trustees • To offer training sessions for groups of volunteers • To provide some useful key messages cards and exercises for staff to deliver refresher training • To keep an accurate record of your volunteer hours and submit a timesheet
Skills/qualities required:	<ul style="list-style-type: none"> • A professional background in bereavement counselling • Some experience of group training would be useful
Support/training provided:	<ul style="list-style-type: none"> • Familiarisation of the building, its contents and its planned programme of public activity • Meeting rooms for training • 'Out of pocket' expenses • 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