

Creative Writing Competition Project Coordinator

Volunteer Role:	Creative Writing Competition Project Coordinator
Responsible to:	Development Officer
Hours and time frame:	Time commitment approx. 15 days. Starting August 2012 Campaign planning and promotion July-August. Competition begins mid September. Closing date November and on-going promotion until end of Jan 2013
Location/workspace /equipment:	BCT Offices, Home-based as appropriate
Purpose:	To help develop and then project coordinate a creative writing competition inspired by Newman Brothers; to run a participatory activity which will create opportunities to bring new audiences to the CFW and create legacies for display. The campaign will also raise awareness of Birmingham Conservation Trust and Heritage Open Days 2012
Responsibilities:	<ul style="list-style-type: none"> • To work with the BCT Development Officer to plan a creative writing project • To meet on a regular basis within the first month with the Development Officer to prepare marketing and press campaign, draw up entry and judging criteria (panel), arrange prizes and incentives and timetable activity • To be the point of contact for enquiries from participants • To create a flyer to be given to visitors to Heritage Open Days • To acknowledge receipt of submitted entries and prepare pack for the judges • To post selection of creative work onto the BCT website on a regular basis after judging has taken place • To help prepare a press release announcing the winner of the completion and runners up • To help arrange an event to celebrate the completion • To help evaluate the activity and make recommendations for a future campaign • To keep an accurate record of your volunteer hours and submit a timesheet
Skills/qualities required:	<ul style="list-style-type: none"> • Organisational skills • Enthusiasm for and some experience of creative writing • Experience of Project Management/coordination – or enthusiasm to learn • Social media skills and some marketing experience
Support/training provided:	<ul style="list-style-type: none"> • Mentoring and support of Development Officer in planning and managing project as required • Social media training available through Podnosh • Practical project management basics (in house) • Mentoring if required • 'Out of pocket' expenses • Use of office equipment • 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