

BCT E-Newsletter Coordinator

Volunteer Role:	BCT E-Newsletter Coordinator
Responsible to:	Development Officer or Trust Director
Hours and time frame:	Approx. 3-4 hours a month
Location/workspace/equipment:	Using your own computer equipment / no set location
Purpose:	To upload content posted on the BCT Blog into an electronic newsletter template and circulate to BCT supporters who have requested a copy of the monthly newsletter
Responsibilities:	<ul style="list-style-type: none"> • To select and edit appropriately blog posts written that month which feature BCT news • To upload content and images into the Mailchimp template, send test (to member of BCT staff) and, once signed off then circulate to E-newsletter supporters • To generate new content in the newsletter if relevant with BCT staff • To deal with requests to subscribe and unsubscribe from newsletter, complying with data protection requirements • To keep an accurate record of your volunteer hours and submit a timesheet
Skills/qualities required:	<ul style="list-style-type: none"> • Good attention to detail • Writing skills • Computer literate • Self-motivation and ability to work on your own initiative • Knowledge and experience of social media (although training will be provided if required)
Support/training provided:	<ul style="list-style-type: none"> • Support of BCT staff in choosing content if required • Access to social media training through Podnosh • Additional relevant training as identified • 'Out of pocket' expenses
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