



Learning Officer

Volunteer Role:	Senior Learning Officer (Coffin Fitting Works School outreach pilot)
Responsible to:	Development Officer or Trust Director
Hours & time frame:	To cover bookings from schools (2 hour slots) from September 2012
Location/workspace/ equipment:	Various school locations. Resources and artefacts from CFW. Access to BCT's photocopier, scanner, laminator, printer as needed
Purpose:	To develop and deliver educational outreach programme for schools using the Coffin Fitting Works as a resource for cross-curricular learning. The school outreach pilot provides us with the opportunity to trial workshops and approaches in preparation for welcoming school groups to CFW in the future. You may be supporting Learning Support Assistants
Responsibilities:	<ul style="list-style-type: none"> • To research and learn history of the CFW and understand social historical context of the Jewellery Quarter and Victorian life and times • To develop and deliver two workshops (The Travelling Salesman and Mr Ray's Design Apprentice) • To be the point of contact for schools. To respond to school booking requests and enquires from teachers through accessing dedicated email and Google bookings calendar (phone also supplied). You must ensure that you comply with data protection requirements • To prepare tailor-made workshops on request • To do follow up work with schools, including sending a certificate • To manage an income and resources budget • To evaluate each session, seeking evaluation from teachers and make recommendations on improvement or further areas of development • To train, manage and mentor learning support officers • To keep an accurate record of your volunteer hours and submit a timesheet
Skills/qualities required:	<ul style="list-style-type: none"> • This role would suit someone who has experience of developing and delivering educational sessions with school groups (key stage 2+) • A knowledge of the National Curriculum • Experience of designing workshops and linking to the National Curriculum • A passion and interest in social history • Excellent presentation skills and ability to retain information • Enthusiasm and ability to engage with children and young people • Ability to be flexible, sensitive to children's learning styles and abilities • Self-motivation and ability to work on your own initiative and a team player • Computer literate • Organisational skills
Support/training provided:	<ul style="list-style-type: none"> • 'Out of pocket' expenses • Access to archival material and artefacts, access to office equipment • CRB check • Dedicated mobile phone • Assistance with production of some materials and marketing support • Assistance with finances • 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