

Learning Support Officer

Volunteer Role:	Learning Support Officer (Coffin Fitting Works School outreach pilot)
Responsible to:	Development Officer or Trust Director / Senior Learning Officer
Hours and time frame:	To cover bookings from schools (2 hour slots) from September 2012
Location/workspace /equipment:	Various school locations
Purpose:	To deliver educational sessions in 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 will be working as part of a team
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 deliver two workshops which have been developed (The Travelling Salesman and Mr Ray's Design Apprentice) • To prepare tailor-made workshops on request • To do follow up work with schools, including sending a certificate • To seek evaluation from teachers on the workshop • To evaluate each session and make recommendations on improvement or further areas of development • 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 delivering educational sessions with schools (key stage 2+) or would like to develop their practice and is willing to be mentored • A passion and interest in social history • Excellent presentation skills • Enthusiasm and ability to engage with children and young people • Ability to retain information • Ability to be flexible, sensitive to children's learning styles and abilities • Self-motivation and ability to work on your own initiative • Team player • Computer literate • Organisational skills
Support/training provided:	<ul style="list-style-type: none"> • Support of Senior Learning Officer and Development Officer • Familiarisation visits to CFWs • Historical information and reading • Full training on the workshops • Mentoring and observation • 'Out of pocket' expenses • Access to archival material • Additional relevant training as identified • CRB check
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