

## Public Consultation Events Assistant

Volunteer Role:	Public Consultation Events Assistant
Responsible to:	Development Officer or Trust Director
Hours and time frame:	This will be ad-hoc, but require 3-4 hours at a time
Location/workspace/equipment:	Depends on the project. Equipment provided
Purpose:	To support BCT during public events; to survey and research opinions or evaluate projects. This might be to gather evidence to inform Option Appraisals or Heritage Lottery Funding applications to restore buildings at risk in Birmingham
Responsibilities:	<ul style="list-style-type: none"> <li>• Prepare for event with BCT staff and understand consultation / evaluation brief</li> <li>• Speak to the general public at event as part of a team</li> <li>• Encourage involvement from people from all backgrounds</li> <li>• It may involve running an interactive exercise to encourage participation</li> <li>• To keep an accurate record of your volunteer hours and submit a timesheet</li> </ul>
Skills/qualities required:	<ul style="list-style-type: none"> <li>• Enthusiasm and an 'outgoing' personality</li> <li>• Ability to engage with people from all backgrounds in unfamiliar settings</li> <li>• Interest in historic building conservation</li> <li>• Previous experience of doing consultation (desirable)</li> </ul>
Support/training provided:	<ul style="list-style-type: none"> <li>• Support of BCT staff</li> <li>• Familiarisation visit to the subject of consultation</li> <li>• Full briefing of objectives and proposals</li> <li>• Additional relevant training as identified</li> <li>• 'Out of pocket' expenses</li> </ul>
What Birmingham Conservation Trust expects from volunteers:	<ul style="list-style-type: none"> <li>• Maintain good working relationships with staff, other volunteers and members of the public</li> <li>• Attend appropriate training and learn about the work of Birmingham Conservation Trust</li> <li>• Promote understanding and enjoyment of Birmingham's built heritage</li> <li>• Be reliable in delivering tasks identified</li> <li>• Observe organisational policy and procedures</li> <li>• Protect BCT property from theft, damage or loss, within the limit of their responsibilities</li> <li>• To safeguard confidential information about BCT and refer any controversial matters relating to the work of BCT to their manager</li> </ul>