

Researcher (multi-faith funeral rites)

Volunteer Role:	Researcher (multi-faith funeral rites)
Responsible to:	Trust Director
Hours and time frame:	Hours as appropriate. To be completed by December 2012
Location/workspace/equipment:	Home-based, may include visits to local archives. Use of your own computer
Purpose:	To contribute to BCT's understanding of multi-faith practice and customs in relation to death and burial in the West Midlands; to complement the schools programme being developed
Responsibilities:	<ul style="list-style-type: none"> • To talk to different faith groups about different rituals and customs around death • To identify and interview (and possibly film if agreeable) the equivalent in different faiths of our funeral directors • To research, using appropriate methodologies, locations of burial grounds in Birmingham and across the West Midlands which cater for multi-faith groups (i.e. location of a Muslim burial ground, or mixed-faith burial grounds) • To gather statistics in relation to number of burials at these sites • To make some site visits and take photographs (if appropriate), and, if possible, provide an analysis of differences and similarities • To send research finding (in Word or PDF) to BCT by the end of December 2012 • To reference all sources and provide a bibliography • To meet with staff and other volunteers from BCT to share research findings • To keep an accurate record of your volunteer hours and submit a timesheet
Skills/qualities required:	<ul style="list-style-type: none"> • Research and analysis skills • Self-motivation and ability to work on your own initiative • Computer literate • Writing skills (including accurately referencing source material)
Support/training provided:	<ul style="list-style-type: none"> • Support of Development Officer or Trust Director • 'Out of pocket' expenses • 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