

## Temporary Caretaker (Newman Brothers, Fleet Street)

<b>Volunteer Role:</b>	Temporary Caretaker
<b>Responsible to:</b>	Trust Director
<b>Hours and time frame:</b>	2 hours every other week (more often if heavy rain) now until early January 2013 (conservation works begin)
<b>Location/workspace/equipment:</b>	13-15 Fleet Street, Jewellery Quarter
<b>Purpose:</b>	To look after the factory by emptying buckets of water, unblocking drains, checking security, sweeping and basic cleaning tasks, especially before events
<b>Responsibilities:</b>	<ul style="list-style-type: none"> <li>• To empty containers of water (rainwater) throughout the building and report any new leaks</li> <li>• To unblock drains and block up windows</li> <li>• To help improve signage before events</li> <li>• To check security boarding and report on any problems</li> <li>• To sweep publically accessible areas of the factory</li> <li>• To remove any litter and post from the entrance hall</li> <li>• To report any changes or concerns to Director of BCT</li> <li>• To unlock and relock building on ad-hoc basis for visitors and other volunteers (pre-booking)</li> <li>• To keep an accurate record of your volunteer hours and submit a timesheet</li> </ul>
<b>Skills/qualities required:</b>	<ul style="list-style-type: none"> <li>• Ability to lift and empty large containers of water</li> <li>• Not averse to getting a bit grubby or to a dusty environment!</li> </ul>
<b>Support/training provided:</b>	<ul style="list-style-type: none"> <li>• Familiarisation of the building and tasks identified</li> <li>• Equipment supplied</li> <li>• Health and Safety guidance</li> <li>• Relevant safety equipment</li> <li>• 'Out of pocket' expenses</li> <li>• Keys to Coffin works</li> <li>• Additional relevant training as identified</li> </ul>
<b>What Birmingham Conservation Trust expects from volunteers:</b>	<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 attendance and 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>