

Volunteer Social Events Coordinator

Volunteer Role:	Volunteer Social Events Coordinator
Responsible to:	Trust Director
Hours and time frame:	Between 5-10 hours over a 2 month period (to include attendance at event)
Location/workspace/equipment:	Home based / own computer
Purpose:	To support delivery of BCT's volunteer programme through creating opportunities for volunteers to socialise and have learning opportunities and experiences
Responsibilities	<ul style="list-style-type: none"> • To organise a bi-monthly event (i.e. a behind the scenes tour at the museum, or a guided walk around a Jewellery Quarter Cemetery, or a drink in an historic pub!) These might be held on an evening or a weekend day • To advertise to volunteers, staff and trustees (electronically) and maintain a booking system. To organise transport if relevant • To seek feedback and suggestions from other volunteers. Take photos! • To liaise with BCT staff about dates and any budget requirements • To ensure that any new volunteers have given their consent for their contact details to be held by the social events coordinator • To produce a risk assessment for each event • To coordinate event on the day • To organise light refreshments • To keep an accurate record of your volunteer hours and submit a timesheet
Skills/qualities required:	<ul style="list-style-type: none"> • Excellent organisation and people skills – a natural organiser! • Enthusiasm • Ability to use email and internet • Basic budget management • Ability to work using own initiative
Support/training provided:	<ul style="list-style-type: none"> • Support of BCT staff • Contact details for some potential venues and locations • Risk assessment training (if required) • Budget management training (if required) • Additional relevant training as identified • 'Out of pocket' expenses
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