

Admin Support – Volunteering Programme

Volunteer Role:	Admin Support (volunteering scheme)
Responsible to:	Development Officer
Hours and time frame:	Depending on the availability and wishes of the volunteer: 10-15 hours a month or Intensive volunteering placement over a couple of weeks Flexible working. We would like the backdating of records and setting up system done by the end of August 2013.
Location/workspace /equipment:	Lancaster Circus Office
Purpose:	To provide administrative support to BCT's growing volunteering programme which includes the introduction and implementation of a new monitoring system to record volunteer hours (which we need for our Heritage Lottery Fund evaluation).
Responsibilities:	<ul style="list-style-type: none"> • To set up (and maintain) a volunteers electronic database and paper records • To create a system to record volunteer hours and expenses monthly • To liaise with existing volunteers to backdate records of volunteering activity • To make recommendations on improvement or further areas of development • To update website pages on volunteering • To keep an accurate record of your OWN volunteer hours and submit a timesheet
Skills/qualities required:	<ul style="list-style-type: none"> • This role would suit someone who has some previous admin experience • Experience in using basic Excel spreadsheets (training can be given) • Enthusiasm and ability to engage with other volunteers • 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 Development Officer • Access to a computer • '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 • 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