

Stamp Room Machinery Demonstrator

Volunteer Role Description (Page 1)



Are you **friendly** and **outgoing**? Do you enjoy talking to people and **sharing your passion** for Birmingham's **industrial history**? Do you have an interest in **engineering** and manually operated **metal-working machinery** dating from the 1800s? Are you keen and have the physical strength to operate our drop stamps and fly presses? Would you **love** being part of the team at Birmingham's **newest heritage attraction**? Do you have some regular **time to give**? If so, we are currently recruiting Machinery Demonstrators for our Stamp Room to join our brand new team at Newman Brothers.

Volunteer Role:	Stamp Room Machinery Demonstrator at Newman Brothers
Responsible to:	Volunteer & Operations Manager
Hours and time frame:	A minimum of 4 hours per week (1 shift) for at least 6 months with a review after 3 months
Location:	The Coffin Works, 13-15 Fleet Street, Jewellery Quarter, Birmingham, B3 1JP
Purpose:	To support delivery of public access programme to Newman Brothers by demonstrating the operation of the machinery used in the factory and by bringing the building and collection to life
Responsibilities:	<ul style="list-style-type: none"> • To provide an informative and enjoyable experience to visitors by operating a drop stamp/fly press for demonstration purposes (an electric motor runs the line shafting for drop stamp, but demonstrator needs to use foot-operated pulley) • To comply with all Health & Safety procedures and ensure they are followed, ensuring the safety of the public • To become familiar with procedures for dealing with emergencies • To check all elements of machinery before use with Duty Manager and accurate data sheets • To keep an accurate record of your volunteer hours and submit a timesheet
Skills/qualities required:	<ul style="list-style-type: none"> • Physical fitness and strength (opportunity to test the machinery beforehand) • Not averse to getting a bit grubby or to a dusty environment • A background in engineering and previous experience in the metal work trade would be advantageous, but are not essential • Ability to work as part of a team • Interest and enthusiasm to share Newman Brothers with the wider public • Reliable and committed

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Support/training provided:	<ul style="list-style-type: none">• On-site machinery operation training provided• Induction to Birmingham Conservation Trust and Newman Brothers provided• Information about the site provided• On-site familiarisation experiences at Newman Brothers• Health & Safety Guidance• Clear reporting structure and personal development review• Customer Service and Disability Awareness training provided• On-site Duty Manager (staff member) at all times• Additional relevant training as identified• Travel expenses reimbursed at the rate of £4 a day on receipt of claim form and ticket receipts• Social events for volunteers / references
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 policies and procedures• Protect BCT property from theft, damage or loss, with the limit of their own responsibilities• To safeguard confidential about BCT and refer any controversial matters relating to the work of BCT to their manager
Administration points:	<ul style="list-style-type: none">• Volunteer badges will be provided• Volunteers are required to wear a work coat (provided) over their normal clothes and relevant personal protective safety equipment (safety boots, protective eye and ear wear etc...)

Please get in touch if you are interested in joining the team, or finding out more.

Contact Marie Dufaud, Volunteer & Operations Manager

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