

BRAMCOTE OLD CHURCH

TOWER TRUST



Volunteer Co-ordinator: Volunteer Role Description

Office Base: Remote/Site based/from home

No of roles: 1

Commitment: About 4-6 days a month – for the duration of the 3 year project.

Duration: Initially until October 2020

Responsible to: Community Heritage Officer/Trust

Apply to: Denis Hill, Project Manager: denishill1066@gmail.com

For an informal chat please contact: Ruth Buttery, Community Heritage Officer, 07896873783

or email: rmbheritageconsulting@gmail.com

Closing Date: 2nd February **Interviews:** 13th February

Purpose

To support Bramcote Old Church Trust and the Community Heritage Officer with the co-ordination of the volunteers for the project: 'Bramcote Old Church Tower Community Project', funded by the Heritage Lottery Fund.

The main function of the role will be to manage the volunteers, their recruitment, training, co-ordination for particular events and roles.

What's involved?

We are currently undertaking a HLF project which will see the conservation of Bramcote's Old Church Tower, a new on site 'Pod' which will have toilet and kitchen facilities, as well as, storage and new interpretation both outside and inside the Tower. To complement this, we will be hosting various community events, from historical talks, community archaeology and family events to tell the story of the Tower. Most of these events will take place on site, but, we are also keen to engage with a wider audience and therefore we will attend various local events. This will enable us to provide a comprehensive offer to our local audience and potentially beyond, while we carry out the HLF project.

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The successful volunteer will work with the Community Heritage Officer to:

- Develop the volunteer programme over a 3 year period and make it sustainable beyond the project.
- Develop the volunteer 'offer', including role descriptions, recruitment, induction pack and ensure that Trust adheres to its legal responsibilities.
- To over-see the recruitment new volunteers.
- Organise training and appraisals of all volunteers.
- To be the first point of contact for both new and existing volunteers and organise regular meetings and social events.
- To work with all the Trustees, Events Co-ordinator, Community Heritage Officer and Evaluation Consultant, to co-ordinate volunteers for the particular roles required.
- To co-ordinate a volunteer task rota as required, especially for events and maintenance.
- Collate timesheets from the volunteers to present to the HLF progress reports.
- To evaluate how the volunteer programme is progressing for the Evaluation Consultant.

The successful volunteer will ensure that the volunteer team will:

- Have the suitable skills and commitment to carrying out volunteering roles for the Trust.
- Present themselves in an appropriate manner when volunteering for the Trust, whether this be public facing or otherwise.
- Promote the Trust's services to visitors and others in the community.

What's required?

An enthusiasm and an interest in managing people would be useful for this role. You will need to enjoy and be confident in talking and listening to people and have an ability to adapt to change whilst in a working situation. While previous experience in managing people would allow you to make an immediate start it is not essential as training will be provided in house. If travel is required for the role then we will cover these, with prior agreement from the trust.

A DBS check will be required for this role.

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What's In It For You?

Volunteers will:

- Gain important insight into how a heritage organisation works.
- Gain important and relevant skills in the field of heritage management.
- Build up communication skills.
- Build up team working skills.
- Increase knowledge of the local community and environment.

Personal Specification

Knowledge

Desirable

- Understanding of community heritage.
- Knowledge of the local area.

Skills

Essential

- Clear and concise communication skills, especially good oral communication skills.
- Good interpersonal skills – to be able to interact effectively with a wide range of volunteers.
- Basic computer skills, such as a familiarity with Microsoft Word and Excel.
- Ability to work on own initiative.
- Experience of managing people.

Desirable

- Experience of delivering training.
- Experience of managing a volunteer team.
- Experience of dealing with the general public, including children.
- Experience of working for a Trust.

Other

Essential

- Interest in the history of Bramcote and its communities.
- Confidence and Reliability.
- Willingness to travel.
- Current Driving Licence and vehicle.

Desirable

- Experience of similar work.
- Knowledge or experience of work in the heritage sector.