

**Registered Charity Number 1148252**

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| **Organisation** | **Moor Pool Heritage Trust** |
| **Role Title** | Volunteer Fundraiser |
| **Location of Position** | MPHT and local community |
| **Responsible to** | Hall Manager & Chairman of Fundraising Committee |
| **Purpose/ summary of role** | To help raise funds for Moor Pool Heritage Trust to benefit to local community and community assets |
| **Description of Tasks** | * Identify ways of raising funds and take action to secure this funding
* Attending fundraising meetings
* Help organise, develop and participate in fundraising events which have included past events such as Heritage Open Days, Moor Pools Got Talent, Fish & Chip Quiz Supper
 |
| **Time Commitment** | * Fundraising meetings are held once a month usually in an evening 19.30-21.30
* Other community fundraising and planning for events can be undertaken flexibly and from home
* Fundraising events are held throughout the year and are usually held on weekends/ evenings
 |
| **Skills and Qualifications** | * Good written and verbal communication skills
* Ability to work on own initiative
* Commitment to work in compliance with policies and procedures
* Previous fundraising/ marketing experience would be a bonus
* People focussed
* Creativity and imagination
 |
| **Training and Support** | Ongoing support from MPHT and Hall Manager |
| **Reimbursement of Expenses** | Out of pocket expenses and reasonable travelling expenses will be re-imbursed. Public transport for a maximum of £5 |
| **Benefits to volunteer** | * Make a difference to your local community and historic setting of Moor Pool Conservation Area
* This year we are targeted with raising £10,000 which will go towards community assets and improving amenities for the local community
* Opportunity to develop PR, marketing and fundraising skills
* Opportunity to meet new people, make new friends and be part of the community
 |
| **Application Procedure** | Application FormInformal discussionReferenceTrial period |
| **Contact Information** | Barbara Nomikos, Hall ManagerTel: 0121 426 2908Email: Manager@moorpoolhall.com |
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| **Organisation** | **Moor Pool Heritage Trust** |
| **Role Title** | Volunteer General Runner (Events) |
| **Location of Position** | MPHT and local community |
| **Responsible to** | Hall Manager & Chairman of Fundraising Committee |
| **Purpose/ summary of role** | To be part of the team ensuring that events at Moor Pool run smoothly. The role involves a variety of duties and hands-on attitude. |
| **Description of Tasks** | * Running errands as they arise on event days
* Assisting with events set up take down
* Assisting to ensure the event runs smoothly
* Identifying problems as they arise and finding solutions
* Ensuring compliance with Health & Safety during an event
 |
| **Time Commitment** | * Meetings will take place to plan and prepare for an event. These will usually be on a bi-monthly basis and either on an evening or weekend
* Events are held throughout the year and are usually held on weekends/ evenings- there are currently 8-12 a year
 |
| **Skills and Qualifications** | * Ability to work as part of a team
* People focussed and friendly and approachable manner
* Excellent communication and customer service skills
* Ability to multi task and work in a fast paced environment
* Ability to problem solve and respond quickly to different situations
* Ability to act under pressure and think clearly
* Physical ability, as the role will involve being on your feet during busy events
 |
| **Training and Support** | Ongoing support from MPHT and Hall Manager |
| **Reimbursement of Expenses** | Out of pocket expenses and reasonable travelling expenses will be re-imbursed. Public transport for a maximum of £5 |
| **Benefits to volunteer** | * Make a difference to your local community and the historic setting of Moor Pool Conservation Area
* Successful events will enable MPHT to fundraise for the benefit of the local community and historic area
* Opportunity to develop customer service and event planning skills
* Opportunity to meet new people, make new friends and be part of the community
 |
| **Application Procedure** | Application FormInformal discussionReferenceTrial period |
| **Contact Information** | Barbara Nomikos, Hall ManagerTel: 0121 426 2908Email: Manager@moorpoolhall.com |
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| **Organisation** | **Moor Pool Heritage Trust** |
| **Role Title** | Events Volunteer |
| **Location of Position** | MPHT and local community |
| **Responsible to** | Hall Manager & Chairman of Fundraising Committee |
| **Purpose/ summary of role** | To help plan and deliver events for MPHT including preparation and set up |
| **Description of Tasks** | * Involvement in planning and preparation of events
* Actively participating in events engaging with those involved by carrying out a variety of tasks
* Assisting with event marketing and mail outs
* Helping set up and pack up on event days
* Assisting with the manning of stalls/ ticket collection/ welcoming attendees on event days
 |
| **Time Commitment** | * One off events
* One off meetings (if available)
 |
| **Skills and Qualifications** | * Good interpersonal skills and people focussed
* Friendly and approachable
* Reliability and time keeping skills
* Commitment to work in compliance with policies and procedures
* People focussed and customer orientated
 |
| **Training and Support** | Ongoing support from MPHT and Hall Manager  |
| **Reimbursement of Expenses** | Out of pocket expenses and reasonable travelling expenses will be re-imbursed. Public transport for a maximum of £5 |
| **Benefits to volunteer** | * Make a difference to your local community and historic setting of Moor Pool Conservation Area
* Contribute to delivery of successful events benefiting the historic Moor Pool Conservation Area and the community
* Opportunity to develop customer service and event planning skills
* Opportunity to meet new people, make new friends and be part of the community
 |
| **Application Procedure** | Application FormInformal discussionReferenceTrial period |
| **Contact Information** | Barbara Nomikos, Hall ManagerTel: 0121 426 2908Email: Manager@moorpoolhall.com |
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| **Organisation** | **Moor Pool Heritage Trust** |
| **Role Title** | Volunteer Tour Guide |
| **Location of Position** | MPHT and local community |
| **Responsible to** | Hall Manager  |
| **Purpose/ summary of role** | To deliver walking guided tours to pre-booked groups visiting Moor Pool Garden Suburb |
| **Description of Tasks** | * Conducting walking tours of Moor Pool Garden Suburb
* Researching and writing tours for groups
* Answering questions during the tour
* Observing health & safety of the group during their tour
* Optional additional introductory talk accompanying tour
 |
| **Time Commitment** | * As and when groups are booked in and on one off event days
 |
| **Skills and Qualifications** | * Experience of public speaking and story telling
* Passion for history and historic places or buildings
* Ability to carry out research
* Friendly and approachable
* Reliability and time keeping skills
* Commitment to work in compliance with policies and procedures
* People focussed and customer orientated
 |
| **Training and Support** | Ongoing support from MPHT and Hall Manager  |
| **Reimbursement of Expenses** | Out of pocket expenses and reasonable travelling expenses will be re-imbursed. Public transport for a maximum of £5 |
| **Benefits to volunteer** | * Make a difference to your local community and historic setting of Moor Pool Conservation Area
* Contribute to raising public awareness of the historic Moor Pool Conservation Area
* Development of historic knowledge and public speaking skills
* ‘On the job’ training
* Be part of wider group of volunteers benefiting from organised outings and social events
 |
| **Application Procedure** | Application FormInformal discussionReferenceTrial period |
| **Contact Information** | Barbara Nomikos, Hall ManagerTel: 0121 426 2908Email: Manager@moorpoolhall.com |
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| **Organisation** | **Moor Pool Heritage Trust** |
| **Role Title** | **Maintenance Volunteer** |
| **Location of Position** | MPHT and local community |
| **Responsible to** | Hall Manager  |
| **Purpose/ summary of role** | To assist with repairs and minor maintenance jobs primarily in the Hall |
| **Description of Tasks** | * Minor DIY jobs (e.g. minor repairs, changing lightbulbs, filling holes/ leaking tap)
* Basic decorating
* Clearing gutters and litter picking
* Assisting with outdoor clearance
 |
| **Time Commitment** | * As and when necessary
 |
| **Skills and Qualifications** | * Awareness of health and safety
* Knowledge and experience of building work/ maintenance
* Physical ability
* Takes pride in their work
 |
| **Training and Support** | Ongoing support from MPHT and Hall Manager  |
| **Reimbursement of Expenses** | Out of pocket expenses and reasonable travelling expenses will be re-imbursed. Public transport for a maximum of £5 |
| **Benefits to volunteer** | * Make a difference to your local community and preserving the historic setting of Moor Pool Conservation Area
* Be part of wider group of volunteers benefiting from organised outings and social events
 |
| **Application Procedure** | Application FormInformal discussionReferenceTrial period |
| **Contact Information** | Barbara Nomikos, Hall ManagerTel: 0121 426 2908Email: Manager@moorpoolhall.com |
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**Registered Charity Number 1148252**

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| **Organisation** | **Moor Pool Heritage Trust** |
| **Role Title** | Education Resource Assistant |
| **Location of Position** | MPHT and local community |
| **Responsible to** | Education Project Officer |
| **Purpose/ summary of role** | To support the Education Project Officer in the development of resources to support the education offer for Moor Pool Heritage Trust |
| **Description of Tasks** | * **The Education Resource Assistant’s duties may include one or more of the following tasks:**
* Liaise with Education Project Officer to develop ideas for resources
* Research suitable resources which support education sessions including cost implications of any purchase, e.g. costume, objects, photographs, letters, etc. through liaison with community or internet research
* Arrange suitable reproduction of objects as necessary or storage of resources sourced
* Photocopying trails and quizzes according to booking requirements
* Assist with the transcription of oral histories in collection to support the delivery of education sessions
* Production of costumes to support the delivery of education sessions
 |
| **Time Commitment** | * One day a week 9am – 5pm
* Occasional attendance at evening Education Forum meetings if necessary – timings usually 6pm – 8pm
* Some research or resource development may be undertaken flexibly and from home
 |
| **Skills and Qualifications** | * Creativity and imagination
* Ability to work on own initiative
* Commitment to work in compliance with policies and procedures
* Previous experience
 |
| **Training and Support** | Ongoing support from MPHT and Education Project Officer |
| **Reimbursement of Expenses** | Out of pocket expenses and reasonable travelling expenses will be re-imbursed. Public transport for a maximum of £5 |
| **Benefits to volunteer** | * Make a difference to your local community and historic setting of Moor Pool Conservation Area
* Opportunity to be involved with establishing a new heritage education resource which celebrates Moor Pool and its residents
* Opportunity to advance education resource development skills
* Opportunity to meet new people, make new friends and be part of the community
 |
| **Application Procedure** | Application FormInformal discussionReferenceTrial period |
| **Contact Information** | Rachel West – Education Project OfficerTel: 0121 426 2908Email: Education@tctc.eu |
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| **Organisation** | **Moor Pool Heritage Trust** |
| **Role Title** | Education Delivery Assistant |
| **Location of Position** | MPHT and local community |
| **Responsible to** | Education Project Officer |
| **Purpose/ summary of role** | To support the Education Project Officer in the delivery of education sessions in and around the Moor Pool Estate |
| **Description of Tasks** | * **The Education Delivery Assistant’s duties may include one or more of the following tasks:**
* Developing and delivering education sessions developed by Education Project Officer
* Delivery of engaging education sessions in Moor Pool Hall and Lower Hall and around the estate
* Recording numbers of pupils attending visits and ensuring evaluation is completed by teachers
* Input ideas for the development of education sessions for MPHT
 |
| **Time Commitment** | * As part of a team of volunteers on a rotational basis, based on school bookings
* Occasional attendance at evening Education Forum meetings if necessary – timings usually 6pm – 8pm
 |
| **Skills and Qualifications** | * Creativity and imagination
* Interest in Moor Pool Estate, including technological, scientific and historical aspects
* Commitment to work in compliance with policies and procedures
* Previous experience
* People focussed and friendly and approachable manner
* Excellent communication skills
* Physical ability, as the role will involve being on your feet during delivery of sessions (usually 2 hrs long)
 |
| **Training and Support** | Ongoing support from MPHT and Education Project Officer |
| **Reimbursement of Expenses** | Out of pocket expenses and reasonable travelling expenses will be re-imbursed. Public transport for a maximum of £5 |
| **Benefits to volunteer** | * Make a difference to your local community and historic setting of Moor Pool Conservation Area
* Opportunity to be involved with establishing a new heritage education resource which celebrates Moor Pool and its residents
* Opportunity to develop education delivery skills
* Opportunity to meet new people, make new friends and be part of the community
 |
| **Application Procedure** | Application Form / Informal discussion/ Reference/Trial period |
| **Contact Information** | Rachel West Education Project Officer Tel: 0121 426 2908Email: Education@tctc.eu |
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