

**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 Form  Informal discussion  Reference  Trial period |
| **Contact Information** | Barbara Nomikos, Hall Manager  Tel: 0121 426 2908  Email: [Manager@moorpoolhall.com](mailto: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 Form  Informal discussion  Reference  Trial period |
| **Contact Information** | Barbara Nomikos, Hall Manager  Tel: 0121 426 2908  Email: 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 Form  Informal discussion  Reference  Trial period |
| **Contact Information** | Barbara Nomikos, Hall Manager  Tel: 0121 426 2908  Email: 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 Form  Informal discussion  Reference  Trial period |
| **Contact Information** | Barbara Nomikos, Hall Manager  Tel: 0121 426 2908  Email: [Manager@moorpoolhall.com](mailto: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 Form  Informal discussion  Reference  Trial period |
| **Contact Information** | Barbara Nomikos, Hall Manager  Tel: 0121 426 2908  Email: Manager@moorpoolhall.com |
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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 Form  Informal discussion  Reference  Trial period |
| **Contact Information** | Rachel West – Education Project Officer  Tel: 0121 426 2908  Email: 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 2908  Email: Education@tctc.eu |
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