



# Events Co-ordinator Volunteer Role Description

**Base:** Bramcote Old Church Tower/Home Based

**No of roles:** 1

**Commitment:** About 4 days a month – for the duration of the 2 year project – but this is very flexible

**Duration:** Initially until October 2020

**Responsible to:** Community Heritage Officer/Trust

**For an informal chat please contact:** Ruth Buttery, Community Heritage Officer, 07896873783 or email: [communityatboctt@gmail.com](mailto:communityatboctt@gmail.com)

**Closing Date: 1 Feb 2019**

**Application process:** CV and a short statement detailing your suitability for the role

**For Further Information:** [www.bramcoteoldchurch.org](http://www.bramcoteoldchurch.org) or our Facebook Page

## Purpose

To support Bramcote Old Church Trust and the Community Heritage Officer with the co-ordination of various events for the project: 'Bramcote Old Church Tower Community Project', funded by the Heritage Lottery Fund. The project has an agreed 'Activity Plan', which is currently being turned into an events programme.

The main function of the role will be to work alongside the Community Heritage Officer to manage the preparation and delivery of the agreed events including organising resources and volunteers.

This is an exciting opportunity to work with a small and friendly heritage organisation and put your own stamp onto a new programme of events.

## What's the Project?

We are currently undertaking a HLF project. We have already:

- undertaken conservation work on Bramcote's Old Church Tower
- built a new on site 'pod' which has toilet and kitchen facilities as well as storage
- commissioned new interpretation panels both outside and inside the Tower



To complement this, we have been running various community events such as talks, tours, community archaeology and family events to tell the story of the Tower.

We are now at the exciting part of planning our events for 2019. 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.

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

- Help plan the next two years calendar of events with the Bramcote Events Group.
- Deliver and manage these events in conjunction with Community Heritage Officer and Events Group.
- Help the marketing team to advertise these events through posters, leaflets, social media, press releases and word of mouth.
- Help the Community Heritage Officer evaluate the events for the Evaluation Consultant

We would like the successful volunteer to help oversee a small, but ever growing, volunteer team to deliver these fun and high quality activities with Bramcote Old Tower Trust.

### **The successful Events Co-ordinator will ensure that the Event Volunteers will:**

- Prepare event resources, including the opening of the Tower for events.
- Assist in running events. This may include making refreshments, taking money for tickets or meeting and greeting.
- Assist in evaluation.
- Work with children and adults during these sessions.
- Help pack away after events and leave the space clean and tidy.

### **What's In It For You?**

- Gain important insight into how a heritage organisation works.
- Gain important and relevant skills in the field of heritage events.
- Build up communication skills.

Event Co-ordinator Volunteer Role Description v.2.

6/11/18 Community Heritage Officer, Ruth Buttery, RMB Heritage Consulting



- Build up team working skills.
- Gain experience of delivering workshops.
- Increase knowledge of the local community and environment.

**So, if you:**

- Are good at planning
- Enjoy working with a wide variety of people
- Have great communication skills
- Have an interest in Bramcote's History
- And have a proactive and can-do attitude

**... then we would love to hear from you!**