

BACKLIT

Volunteer Role: Expansion Support Assistant x2

If you have an enquiry about a volunteering role, please email info@backlit.org.uk or give us a call on 0115 837 2426.

Purpose of the role:

To support the exciting new venture of the expansion of BACKLIT gallery to the basement. BACKLIT needs both detailed plans and architectural drawing to provide to the contractor as well as ideas and insight into any difficulties or issues that might arise.

This person will support all BACKLIT with the refurbishment of the basement floor.

This is a physical role that requires some computer work and requires you to make calls.

Date Volunteer is required:

We require someone to support us on Fridays 12pm-5pm.

The role will begin from the 15th of February 2018, and will be needed until project end (planned for March)

Main Tasks & Activities

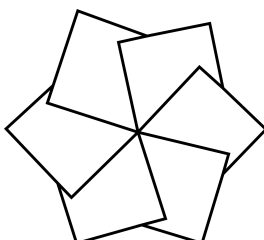
- Supporting the refurbishment of the Basement.
- Liaising with staff responsible to research relevant and suitable architectural drawings for the building and ground floor for building contractors to follow.
- Adhering to health and safety policy and recording activity on site)
- Research; third party companies and liaise with BACKLIT staff on the feasibility of the changes and estimated costs.
- Coordinating the cleaning and decorating the space, with the support of BACKLIT volunteers.

Skills & Experience Required

- Knowledge of buildings maintenance and changes.
- A creative thinker, with a can-do attitude.
- Good practical skills.
- Attention to detail.
- Able to complete physical work such as painting and cleaning.

Benefits for you

- Buildings facility experience.



BACKLIT

- Experience with working within the Arts sector.
- Confidence building.
- Working within a small team.

Where is it & Who will I be working with?

The individual would be supported by the Volunteer Coordinator on all days, but will additionally be supported by BACKLIT staff.

- Held in the Office at BACKLIT but maintenance completed in the basement

Support offered

You will be provided with **Advanced** support by the Volunteer Coordinator.

- Volunteer Induction
- Initial Interview
- Skills Development Support
- One2One Meetings

How to apply

Deadline for applications is 7th of February 2019.

To apply for this role you can complete an online [application form](#).