Volunteer Role Description for:

Volunteer member of the Casework team

Volunteer Title: Casework Input Volunteer

Purpose of the role: In its capacity as a National Amenity Society, the CBA receives Listed Building Consent applications from across England and Wales. We log each application received onto a publicly accessible database which is shared with other National Amenity Societies [casework.jcnas.org.uk](https://casework.jcnas.org.uk/) . As we receive about 300 applications a week, we are looking for volunteer members of the Casework team to help us add these to our Casework database and flag any issues for immediate action to other members of the Casework team. This role will give volunteers the experience of working with a National Amenity Society, an understanding of listed building casework and how designated sites are protected within the planning process.

Volunteer Supervision:

Supported by: Alison Edwards, Database Hub Coordinator

Responsible to: Alison Edwards, Database Hub Coordinator and Acting Assistant Caseworker for England.

Catherine Bell, Listed Buildings Caseworker for England

Location: Suitable for homeworking

Key tasks and activities:

* Inputting data onto our Casework database.
* Flagging up any issues for immediate action to other members of the Casework team.

Skills and attributes sought:

* The ability to work independently.
* Interest in changes to Listed Buildings.
* Attention to detail and a systematic approach.
* Proficiency in using a computer and access to the internet/email as all information is sent out electronically.
* The ability to assess planning documents and read architectural drawings.

Training Provided:

* General induction.
* Introduction to the Casework database and handling Listed Building Consent applications.
* Introduction to our remit as a National Amenity Society.

Commitment involved:

* From two hours a week on a regular basis.
* As applications are sent out to Volunteers on Tuesdays / Thursdays of each week, we ask that Volunteers add these to the database by Thursday of the same week or the following Monday morning for Thursday applications.

If this is an opportunity that you are interested in please complete the application form. **All completed application forms should be returned to cbacasework@archaeologyuk.org**

Volunteer Application Form

1. Personal details

|  |  |
| --- | --- |
| Forename: | Surname: |
| Current home address: | Contact telephone number: |
| Email address: |
| Postcode: | |

How did you learn about volunteering with the CBA

2. Education, Work or Voluntary Experience

Please use this space to provide a brief outline of skills or experience you have which are relevant to the role.

3. Referees

Please give details of two referees, one of whom should be a recent employer or professional person or body. **Please make sure you let your referees know that we will be in touch.**

|  |  |
| --- | --- |
| **Referee 1** | **Referee 2** |
| Name: | Name: |
| Address: | Address: |
| Postcode: | Postcode: |
| Email: | Email: |
| Telephone: | Telephone: |
| Occupation: | Occupation: |
| How do you know this person? | How do you know this person? |
| For how many years have you known this person? | For how many years have you known this person? |

4. Criminal Convictions

Please give details of any criminal convictions not considered spent under the Rehabilitation of Offenders Act 1974. Declarations will be kept in strict confidence and will not necessarily be a bar to volunteering.

5. Declaration

Please read the declaration carefully before signing and dating the form.

*I declare that the information I have given is true to the best of my knowledge and understand that I will be asked to leave any voluntary position offered if any information is subsequently found to be deliberately misleading.*

Signature Date

**Please return completed application forms to alisonedwards@archaeologyuk.org**