*Volunteering in Mapping*

***Role Description***

**ROLE TITLE**

Mapping Volunteer (external and internal areas)

**PLACE OF WORK**

The Birmingham Botanical Gardens

Westbourne Rd

Edgbaston

Birmingham

B15 3TR

**WORKING WITH**

Horticultural Team and current Mapping Volunteer

**FREQUENCY**

The current Mapping Volunteer at present works on Mondays or Tuesdays from 10:30 to 15:00 with a lunch break (please bring a packed lunch and your own mug with you). A regular commitment of a day per week or per fortnight (ideally Monday or Tuesday) is very useful but we can accommodate other arrangements.

**AIMS**

To assist the Horticultural Team at BBG in keeping our 15 acre site maps looking attractive, accurate, and well-documented.

**ORGANISATION OF WORK**

The Mapping Volunteers will be working mainly indoors on a computer (Windows 7). Some outdoor work will be required if surveying anywhere across the 15 acre site. This includes hilly, rough and often boggy ground, in a variety of weathers so you will need to provide your own suitable clothing and waterproof footwear.

Initially you will work with experienced staff and volunteers who will help you acquire the skills and knowledge you need. The organisation of work will be mostly organised and directed by our current Mapping Volunteer, who will be your tutor.

**PRINCIPAL ACTIVITIES**

The Mapping Volunteers will be asked to undertake activities from the list of tasks below.

* Enter new additions within the Gardens layout onto our mapping system
* Assist the Horticulturists and Mapping Volunteer with data entry
* Audit survey areas in the Gardens, depending on priority according to Senior Horticulturists

**PERSON SPECIFICATION**

The Mapping Volunteers should have the following skills and experience:

* A willingness to work alongside fellow volunteers under the guidance of the Senior Horticulturists
* Experience in surveying and using mapping systems would be helpful but is not essential
* Experience in using Vectorworks mapping application would be highly relevant; also confidence with AutoCAD and Adobe Acrobat and Photoshop would be beneficial
* Keyboard experience with accurate data entry is essential
* Some scientific experience or interest would be advantageous, to help in understanding plant classification / taxonomy (to enable trees to be added to the maps)

All the necessary tools and equipment will be provided.

**BENEFITS**

The volunteering role comes with a series of benefits:

* Free membership to the Birmingham Botanical Gardens (after 100 hours of volunteering work).
* Invitation to the annual Christmas Dinner held at the BBG.
* 20% discount at the BBG shop and tea room.

**APPLICATION AND RELATED PAPERWORK**

All volunteers are expected to read and comply with the instructions given in the Application Pack, containing the following forms:

1. Application Form
2. Role Description
3. Guidelines. BBG Handbook
4. Guidelines. BBG Health and Safety Handbook
5. Guidelines. Manual Handling
6. Guidelines. Tool Handling
7. Policy. Anti-Bullying and Harassment
8. Policy. Equal Opportunity
9. Policy. Privacy Notice
10. Declaration

In addition to that, they might wish to read the book: *An Oasis of Delight. The History of the Birmingham Botanical Gardens*, by Phillada Ballard.

**HOW TO APPLY**

Please contact Horticultural Supervisors ([wayne@birminghambotanicalgardens.org.uk](mailto:wayne@birminghambotanicalgardens.org.uk) or [giulio@birminghambotanicalgardens.org.uk](mailto:giulio@birminghambotanicalgardens.org.uk)) telling us a little about yourself, why you are interested in this role and any relevant skills and experience you have. We will normally reply to you by email initially but please also include a telephone number(s) so we can contact you.

If you do not have access to email please telephone the Gardens on 0121 454 1860 and leave a brief message letting us know which role you’re interested in, together with your telephone number, and we’ll call you back.