**PLACED Volunteer Positions at Ed’s Place**

**About PLACED**

PLACED is a social enterprise that empowers people to shape decisions being made about their built environment through Education and Consultation programmes. We believe that by working together we can make better places.

Our Education programmes inspire young people aged 7-19 about the built environment through hands-on, creative workshops in schools, colleges and in school holidays.

Our creative Engagement activities bring local people, developers, designers and decision-makers together to share a conversation and explore ideas. Our clients include housing associations, local authorities, social enterprises, design practices and developers across the northwest.

Our work is supported by a unique network of over 90 volunteer Ambassadors - built environment professionals including architects, urban designers, planners, interior designers and students.

More information can be found about us here [www.placed.org.uk](http://www.placed.org.uk/) (Please excuse how our website looks - it is in the process of being rebuilt!)

**About Ed’s Place**

Following our successful campaign for #BetterPlacesTogether - a series of public engagement events held from Ed the campervan - PLACED are creating a temporary shop in Liverpool city centre, called Ed’s Place. The space will run 28th August – 23rd September, and will include a programme of workshops, exhibitions and events.

We will be drawing on our experience of delivering engagement, education and public programmes to develop a valuable, collaborative and engaging programme. We’ll seek to bring the public and decision makers together explore new approaches to engagement, share knowledge and discuss priorities in the city.

**Volunteer Roles**

We are looking for volunteers to support the events and exhibition programme at Ed’s Place. Volunteers will work closely with PLACED to support the programme of events, and communicate the values that we hold as an organisation. There are a variety of volunteer roles available as outlined below. Expenses and lunch will be provided.

**You do not need to be working or studying in the built environment,** but should have a passion about buildings, places and spaces in Liverpool, and how they work for the people living in them.

To apply, please send a covering letter no more than 2 pages to [jen@placed.org.uk](mailto:jen@placed.org.uk) **before midnight on 27th July.** Include in your letter:

* Which role(s) you are interested in. You can support across multiple roles, or focus on one area. You may also suggest other ways you can help not outlined below. We’re also open to ideas!
* Why you are interested in volunteering with us and any relevant skills
* Any days you are unable to volunteer.
* An indication of the number of days you feel you would be able to commit.

**What we ask from our Volunteers**

**Hours**

We are looking for volunteers to commit to a minimum of **3 days between 20th August and 23rd September**. Volunteers can participate in as many days additional as they are able and wish.

All volunteer opportunities will be shared with the volunteer network. Volunteers can select the days that suit their wider commitments and skill set.

**Responsibilities for all Volunteers**

We expect all our volunteers to:

* Be passionate about Liverpool and have an interest in engaging the community in the city;
* Want to inspire people about their city and the built environment;
* Act as an ambassador for PLACED and its values;
* Complete commitments to a high standard and in a timely manner as part of a team;
* Communicate effectively with the PLACED team and other volunteers regarding work and changes to availability;
* Advise the PLACED Director of any potential issues and opportunities to enable them to be acted on in a timely manner;
* Have a flexible approach to work that will enable the PLACED team to deliver on its commitments.

**Benefits of Volunteering**

* Enhance your CV, including opportunity to developing skills in communication and public engagement, events, exhibitions and workshops;
* Attend launch networking event for opening of Ed’s Place;
* Additional networking opportunities throughout the programme;
* Free Ed’s Place merchandise gift set;
* Travel and food expenses covered;
* Entrance to all programmed events at Ed’s Place.

**Volunteer Roles**

1. **ED’S PLACE BUILD SUPPORT**

Ed’s Place is going to be based in what is currently empty shop. We will have a very short period to turn this into a useable exhibition space, and very little budget. We’re working with a local practice who is generously supporting us to develop solutions to create an inviting space, but we will need help in realising the vision.

We’re looking for practical people to help with painting, building and setting up the space ready for the launch. This will be a very hands-on role, and you’ll be integral to ensuring the doors can open for the launch!

**Responsibilities:**

* Work as part of a small team to construct, prepare and set up ready for the launch.
* Be flexible in your approach and support to ensure the space can be opened.

**Key skills and areas of interest:**

* Practical and able to use own initiative.
* Enjoy making, creating and helping to shape spaces.

1. **EXHIBITION ASSISTANT**

Ed’s Place will be open to the public for a total of 24 days. During this time, there will be an interactive exhibition about spaces in Liverpool, case studies of successful community projects and material exploring how communities could be better engaged in the design of the city. We are looking for two exhibition assistants per day to support the PLACED Team in the smooth running of the programme, engaging with the public and securing meaningful feedback input.

**Responsibilities:**

* Attend exhibitions as an assistant, ensuring you are familiar with the exhibition / programme content.
* Welcome visitors, provide information and answer questions in a professional manner.
* Encourage visitors to interact with the exhibition material.
* Support preparation and running of activities, where applicable.

**Key skills and areas of interest:**

* Excellent communication skills, comfortable speaking with a wide range of audiences.
* An interest in the built environment, the history of Liverpool and the arts.

1. **FAMILY WORKSHOP SUPPORT**

We will be running weekend family workshops – craft based activity to engage children and families in the built environment. All activity will be planned and prepared, but we will be looking for volunteers to lead the delivery on the days themselves.

**Responsibilities:**

* Working with children and their parents to support them in the craft activities.
* Ensuring the craft area remains well stocked and tidy.
* Communicating to the PLACED team any problems with the activity, including potential ideas for improvement.
* Explaining the wider ambitions of the space to accompanying adults.

**Key skills and areas of interest:**

* Enjoy working with children. Experience useful but not required.
* An interest in craft activities and supporting learning about design and the built environment.

1. **EVENT SUPPORT**

Over the programme there will be a series of events, from a launch to knowledge sharing events. We’ll be looking for support in co-ordinating the events in the space, including welcoming guests, set up, facilitating discussion, preparing speakers, taking notes and helping ensure presentation are ready.

**Responsibilities:**

* A range of roles focused on ensuring the smooth running of events, including preparation for the event, during the event and after the event itself.
* Support in recording discussions and debate, including taking photographs, social media and making notes to ensure maximum impact from discussion.

**Key skills and areas of interest:**

* Enjoy event management and planning.
* Excellent communication skills, comfortable speaking with a wide range of audiences.