

VOLUNTEER WITH BCH

TPF GRANT ASSESSOR— ROLE DESCRIPTION

Our volunteer opportunities support a range of activities and projects by assisting staff in their work and helping to improve services. Our friendly Involvement and Communications Team are on hand to offer training and support so you are comfortable carrying out your role. We also pay reasonable out-of-pocket expenses including travel and refreshments while volunteering and attending training or other events in line with our expenses policy.

Hours: 2-3 per month

Location: Spilt between homebased/meetings are held at our offices and community centres

Reporting to: BCH Grants and Communications Officer

Purpose of the role

As a TPF Grant Assessor, you will play a key role in deciding which community projects should be approved for funding under the terms of the Tenants' Project Fund.

Outline of the role

You will assess funding applications and any supporting documentation sent to you by our Grants and Communications Officer. You will then need to complete a brief assessment form for each grant application.

You will help ensure that the grants made to organisations under the TPF are relevant to and meet the aims and objectives of the Tenant Project Fund.

Unless otherwise stated, treat all information relating to funding applications and their assessment confidential.

Experience: No experience required as full training will be given

Skills:

- be a BCH tenant or leaseholder
- be able to meet deadlines
- be able to give an independent and fair view
- share an interest in community development
- a commitment to representing the views of the wide range of people living across Blackpool and in BCH homes
- a willingness to engage positively, and to challenge where necessary
- a willingness to learn and develop, and to seek help if you come across issues you don't understand
- a commitment to confidentiality
- personal experience of community projects and applying for funding would be an advantage but is not essential

Training and support

You will receive ongoing training and support from the Grants and Communications Officer with more formal training sessions provided as and when necessary.



VOLUNTEER WITH BCH

TPF GRANT ASSESSOR- VOLUNTEER FORM

Please tell us your details

Your contact details will help us to get a hold of you to let you know more about volunteering with BCH

Your name

Your address

Your contact email

Your contact telephone number

Accessibility and practical needs?

Do you have any practical needs where we could help, by making adjustments such as large print, Braille or a different language?

Yes

No

If you answered yes please tell us how we can help you

Please read and sign this declaration

I'd like Blackpool Coastal Housing's to contact me about volunteering opportunities and am happy to be sent information about BCH and its services.

Signed _____ Date _____

Post this form to

Involvement and Communications Team
 Blackpool Coastal Housing
 17-19 Abingdon Street
 Blackpool
 FY1 1DG

Email this form to:

customerinvolvement@bch.co.uk

We will use the information you provide in this form to contact you about volunteering opportunities with Blackpool Coastal Housing and to keep you updated on the service you receive from us.

