

Volunteer with the “York Remembers Rowntree” Oral History Project

“York Remembers Rowntree” is an 18-month oral history project supported by the Heritage Lottery Fund. The project uses oral history, documents, social media and photo to capture the stories of York residents who have benefited from the legacy left by the Rowntree family.

“York Remembers Rowntree”, delivered by The Rowntree Society, is currently recruiting dedicated volunteers with an interest in oral history and the Rowntree family to join their team.

About the placements

Volunteer placements are flexible, part-time and unpaid. There will be a number of opportunities to join the project throughout the year. Volunteers will be selected after an interview and will receive additional training where appropriate. Volunteers are asked to commit to a minimum of three months and 3-6 hours per week (we are flexible as to when these are worked) and will focus on one or more of the following areas of work;

- Oral history interviews and transcription
- Document management and project administration
- Project ambassadors and event assistants
- Archival, cataloguing and digitising work

Skills

This project would suit enthusiastic and motivated volunteers who have good communication and organisation skills. Due to the nature and longevity of the project we are seeking volunteers who are reliable, responsible and trustworthy.

For volunteers interested in the interview and transcribing placements, good listening skills, sensitivity and an interest in people are essential. Proven experience of word-processing and basic computer skills are also crucial for these roles.

Responsibilities

Responsibilities will vary according to placement type and will be discussed in more detail at interview. For volunteers interested in oral history interview and transcription we are looking for individuals willing to take on the following responsibilities;

- Conduct in-depth recorded interviews in agreed locations as identified by the project. These will be undertaken using digital recording equipment.
- Responsible for the collection, use and return of project equipment.

- Complete relevant paperwork relating to interview material and in accordance with the Data Protection Act.
- Preparation of recordings for archiving and transcription.
- Transcription and editing of recordings for use in audio guides etc.
- Attend training and review sessions.
- Adhere to procedures and policies provided by The Rowntree Society.
- Willing to travel across York to attend interviews e.g. in their own vehicle or via public transport.

Supervision

Volunteers are supervised and supported by the project manager and will work closely with them and other volunteers within the team.

Expenses

Please note that not all expenses are covered but the project is able to reimburse some volunteer expenses within a reasonable limit. Please ask for more details as to what is and is not covered before starting any volunteering.

Become a volunteer

To express an interest in volunteering please complete the attached form, letting us know about yourself and what interests you about the project. We are looking to start the first oral history interviews in November-December 2013 and will continue throughout 2014. Volunteer applications will be considered as soon as received.

If you have any questions please contact Suzanne Lilley,
suzannelilley@rowntreesociety.org.uk or phone 01904 543383.

