



Our History – Project Assistant Volunteer Role Description

Our History Project Assistants will make a vital contribution to an LGBT+ heritage project that will archive METRO's documents and record oral history interviews. The project will document life stories of LGBT-identifying people who relate to METRO's work and, more broadly, who have lived/worked in Southeast London between 1983 to the 2000s. You can choose to volunteer for archiving and/or oral history interviews, or on the project exhibition/event during LGBT History Month 2020.

Please apply by Wednesday 3rd April 2019. Earlier applications are welcome.

The time required for this volunteering opportunity is:

From April/May 2019: 3 to 6 hours per week for 3 or 6 months, or until the project's completion in February 2020.

Initial training commitment:

Induction and training days for the element/s of the project you wish to work on.

Description of Role:

Our History Project Assistants can opt to work on one/all of these project strands:

- Archiving METRO's historical records (documents; photos, etc.)
- Conducting oral history interviews
- Our History project exhibition and event (LGBT+ History Month 2020)

You will undertake/assist in the following duties:

- Archiving historical documents and items
 - Duties:
 - Sorting original historical documents, memorabilia, and photographs
 - Cataloguing archival items
 - Scanning documents
 - Repackaging archival materials
 - Miscellaneous archival tasks
- Oral history interviews
 - Duties:
 - Historical research and question writing
 - Conducting oral history interviews
 - Copyright agreements' administration
 - Interview transcription
 - Biography writing

- Exhibition/event
 - Duties:
 - Assist Project Lead with exhibition/event planning
 - Assist Project Lead on exhibition/event delivery

The following skills, experience and/or qualifications required for this opportunity are (E)ssential or (D)esirable:

All roles:

General knowledge of LGBT+ history (E)

Experience of working on heritage projects (D)

Oral history:

Excellent listening and verbal communication skills (E)

Historical research skills (D)

Experience of using audio or video recording equipment (D)

Interviewing skills and experience (D)

Experience of working with older people (D)

Transcription experience/skills (D)

Archiving:

Handling rare documents and historical materials carefully (E)

Good organisational skills and ability to pay attention to detail (E)

Experience of working with historical documents or materials (D)

Good computer skills (D)

Exhibition and event:

Good organisational and planning skills (E)

Good verbal and written communication skills (E)

Exhibition or event production experience (D)

Writing/editorial skills (D)

The areas of interest and types of activity which best fit the voluntary opportunity on offer are:

X	Area Of Interest	X	Type of Activity
	Animals	X	Administration
X	Art and Culture		Advice work
	Children		Architecture and building work
	Disability		Art
	Disaster relief		Befriending
	Domestic violence		Business and management
	Drugs and addiction		Campaigning and lobbying
	Education and literacy		Caring
X	Elderly		Catering
	Employment	X	Community Work
	Environment		Computers and technology
	Families		Counselling
X	Gay, Lesbian, Bi and Transgender		Driving
	Health, hospitals and hospices		Entertainment
X	Heritage		Finance work
	Homeless and housing		Fundraising
	Human and Civil rights		Hostel work
	International aid		Languages
	Legal Aid and Justice		Legal work
	Mental Health	X	Marketing PR and Media
	Mentoring		Music
	Millennium Volunteers	X	Practical work & DIY
X	Museums		Retail & Charity shops
	Music		Teaching and training
X	Politics		Board of Trustees/ Management Committee
	Prisoners and ex-offenders		Under 16 volunteering
	Race and Ethnicity and Refugees		
	Religion		
	Sport and outdoor activities		
	Women's Groups		
	Youth		

The volunteer recruitment and selection procedures used are:

Application form	X	Police checks/DBS disclosure	X
Induction	X	References	X
Formal interview	X	Trial period	X

Age/gender restrictions	Over 18
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The following conditions apply to this volunteer opportunity:

Details of out of pocket expenses provided for this volunteering opportunity	<i>Travel expenses paid for all volunteers. Meal expenses for sessions 4hours plus. Receipts must be provided.</i>
Details of induction, supervision and support offered to volunteers	<i>Full induction and training day, including training tailored to archiving and/or oral history. Volunteers must attend regular supervision and additional training as required.</i>
Details of what insurance is provided for volunteers both on and off the premises	<i>Volunteers are covered under our “Employers Liability Insurance” whilst representing METRO Charity on or off the premises.</i>
Details about any training offered to volunteers, both informal and/or any accredited training	<i>Volunteers must complete additional training sessions on a range of relevant topics.</i>

Volunteers with Additional Support Needs:

METRO is committed to equality of opportunity and diversity to those in the community with Additional Support Needs such as learning difficulties, mental health issues, physical disabilities and long-term illnesses.

METRO understands that involving volunteers with Additional Support Needs is dependent on the level of support required and the organisation’s ability to meet these needs.

Signed:	Date: 05/03/2019
Name: Emma Jones	Position in Organisation: Project Lead – Our History
Contact Telephone Number: 020 8305 5000 ext. 144	Email: emma@metrocharity.org.uk