



Volunteer Role Profile

ORGANISATION:	<i>Groundwork NE & Cumbria</i>
JOB TITLE:	<i>Land of Oak & Iron Oral Histories Volunteer</i>
REPORTS TO:	<i>Joanne Norman, Senior Project Officer</i>
WORKING HOURS:	<i>Adhoc, occasional</i>
LOCATION:	<i>Various</i>
SALARY:	<i>Unpaid</i>

ROLE SUMMARY

To provide support to the Land of Oak & Iron Creative Interpretation project to compile a collection of oral histories relating to the natural, industrial and cultural heritage of Derwent Valley and surrounding areas across different generations. The role may include some or all of the key tasks listed below, to be agreed with the individual.

KEY TASKS

- *To attend oral history training to learn how to conduct an interview and operate recording equipment.*
- *To attend community meetings and open sessions, record and interview conversations with participants.*
- *To support young people to interview participants in school and youth sessions (not essential).*
- *To assist in identification of groups and individuals to take part.*
- *To safely store recorded audio.*
- *Attend volunteer meetings as and when required.*

Additional responsibilities

- Comply with the Trusts' Health and Safety policy in all employment practices.
- Comply with the Equal Opportunities Policy and Procedure in all employment practices.
- Comply with the Trusts' Performance Management Policy.
- Maintain the integrity of the Groundwork NE & Cumbria brand in all internal and external communications
- Maintain a proactive approach to your role and responsibilities along with a commitment to contribute and maintain the positive working ethos within the Trust.
- Maintain working knowledge of the policies and regulations governing the Trust.
- Assure attendance at staff meetings as requested.
- Undertake any training and development deemed necessary for the pursuance of the role.
- Work in a way that contributes to the continuous improvement of the Trusts' services and embraces the organisations quality initiatives.
- Any other duties commensurate with the level of the role.

These are responsibilities which we expect all of our volunteers to undertake.

CONTACT DETAILS

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