

# Oral History Volunteer Role Description

## Melksham Remembers Community Project



<b>Volunteer role title:</b>	Oral history volunteer – <i>Melksham Remembers</i>
<b>Responsible to:</b>	Project Coordinator - <i>Melksham Remembers</i>
<b>Hours and time frame:</b>	<i>Melksham Remembers</i> Project runs until November 2018 Main period of activity likely to be from October 2017 – July 2018 Hours to suit the volunteer
<b>Location/work space:</b>	<ul style="list-style-type: none"><li>• Various locations in Melksham and the surrounding district</li></ul> <p>Parishes included are: Atworth, Broughton Gifford, Melksham, Melksham Without, Steeple Ashton, Bulkington, Keevil, Great Hinton, Poulshot, Semington and Seend</p>
<b>Purpose:</b>	To assist with creating an oral history of stories related to Melksham’s role in the First World War
<b>Tasks:</b>	<ul style="list-style-type: none"><li>• Record stories provided by members of the public related to the story of Melksham and the surrounding area during the Great War</li></ul>
<b>Skills/qualities required:</b>	<ul style="list-style-type: none"><li>• Enthusiastic, energetic with good communication skills</li><li>• Ability to use the recording equipment provided (training given)</li><li>• Able to work as a team member, sharing information freely with the group</li></ul>
<b>Support/training provided:</b>	<ul style="list-style-type: none"><li>• Induction for all volunteers involved in the <i>Melksham Remembers</i> project</li><li>• Training in best practice when recording oral history</li><li>• Training in the use of recording equipment</li><li>• Regular contact with the project team</li></ul>
<b>What we expect from volunteers:</b>	<ul style="list-style-type: none"><li>• Maintain good working relationships with staff and other volunteers and members of the public</li><li>• Attend appropriate training and learn about the project <i>Melksham Remembers</i></li><li>• Be reliable in attendance</li><li>• Share all information discovered with the project team</li></ul>
<b>Other information:</b>	<ul style="list-style-type: none"><li>• Volunteers may be reimbursed for travel costs between home and volunteering location</li></ul>