

Volunteer – Oral Histories - Interviewer and/or Transcriber

Interviewing communities can reveal a fascinating, previously undocumented, record of life furthering our understanding of how an area has changed over time.

The Heathlands Reunited Team are seeking volunteers who would like to help us to collect oral histories to document the stories of the heaths. We want to gather 100 stories from the across the Heathlands Reunited area.

We are looking for those who are interested in:

- Collecting local memories of the project area by interviewing and recording those who have lived, worked, holidayed and been brought up in the area.
- Transcribing oral history recordings into a MS word format ready for incorporating into interpretation, to build school resources and general engagement materials for the project website and local archives.

All equipment is provided.

Transport: Interviews will be conducted in variety of locations across the heathlands reunited project area, the ability to transport yourself around the park (either through public transport or in their own vehicle) is an advantage in this role.

Oral history transcription **does not involve travel** and volunteers can undertake this role while staying at home if they have access to a computer.

Group work – working in teams of volunteers

Deadline for completion: 31 August 2017

Role Description:

- Interviewing willing longstanding members of the community with sensitivity and recording their memories
- Setting up and using digital recording equipment to capture peoples' stories.
- Preparing recordings for archiving and transcription and/or transcribing recordings
- Transcribe recordings (audio typist) to form a text document of the interviews.

Key Skills:

- A standard level of fitness in order to walk and carrying equipment
- Relevant Training in capturing and transcribing for Oral History
- Relevant training on conducting Oral History Interviews

Key qualities: Friendly, Good communicator, Problem solver, Reliable, Inquisitive, Thorough, Enthusiastic

Key Responsibilities:

- The volunteer will be responsible for themselves
- Will not discuss or pass on confidential information including archival items restricted by copyright and other usage laws.
- Will work with the project team to meet the objectives of the project
- Work professionally and considerately
- Will follow the applicable South Downs National Park Authority Policies e.g. Health and Safety (Risk Assessments) and Best Practice at all times



