  

***Chronicle:***

***Researching the History of Volunteering in Cardiff from 1914 to 2014***

**Role Description: Heritage and Arts Volunteer**

***Organisation overview:***

***VCS Cymru*** *has been working to match potential volunteers with opportunities to help in Cardiff since 1964. The organisation encourages voluntary work by all sections of the Cardiff community and supports a policy that everybody has something to offer and is able to become a valued volunteer.*

**About the project:**

**Chronicle** is a two year community heritage project, supported by the Heritage Lottery Fund. *The* *project will* research, collate, digitise, and make publicly available the story of charities and volunteering in the Southern Arc of Cardiff from 1914 to 2014. It will deliver a series of road shows to record oral stories of past volunteering, workshops, community radio programmes and podcasts, walking tours, an exhibition, and an online archive.

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| Role Title | Heritage & Arts Volunteer |
| Responsible to | Project Coordinator |
| Position Would Suit | A creative person, interested in expressing and communicating heritage through different Cross Art-forms. |
| Purpose of Role | Using creativity to share the stories of volunteering with the members of the public and invite them to learn about their local heritage. |
| Time Commitment | The volunteers are expected to commit at least **5 hours per week** to the project and attend a monthly Team Meeting.  The project offers short- and long-term volunteering opportunities. The volunteers may choose how long they wish to volunteer with the project; however, a minimum period of commitment is **3 months**. |
| Location | Glamorgan Archives, Radio Cardiff, and different locations across Southern Cardiff.  A lot of work, e.g. writing the stories for radio documentaries or creating a booklet for walking trails can be done from home/ remotely.  **The volunteers need to have access to a computer!** |

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| Description of Tasks | Geo-mapping: The volunteers will be map the places of volunteering and create an interactive map.  Creating and delivering the walking trails: Based on the material collected, the volunteers will create and guide the walking trails in South Cardiff. They will also design a booklet and a mobile application to accompany the trails.  Creating four (4) radio documentaries and podcasts: Using the material collected, the volunteers will write, narrate, and edit the stories, producing four 30-minute radio documentaries. Training will be provided.  Creating an exhibition: the volunteers will create and curate the exhibition, including the displays, which will take place in October 2017. Training will be provided.  Promoting the project through the *Chronicle’s* blog and social media. |
| Benefits to Volunteers | * Training in radio production and in exhibition creation. * Practical experience of working in heritage sector. * Chance to meet other people and improve your confidence and communication skills. * Improving your CV and enhancing your employability. * A reference from VCS Cymru (on delivery of the task). |
| Person Specification | Essential:   * Creativity; * Interest in local history and heritage; * Willingness to learn and improve your skills.   Desirable:   * Any experience in this type of work would be welcomed and valued but it is not necessary as training will be provided; * Interest in working and engaging with local communities; * Interest in the charity sector. |
| Reimbursement of Expenses | Out of pocket expenses will be reimbursed:   * Lunch: up to £3.00; only applies to volunteering shifts which are 5 hours or more and done at one of the depositories; the lunch reimbursement does not apply when volunteering work is done from home. * Travel expenses to the place of research (up to £3.60). |
| Application Procedure | * Enquiry Form; * Informal Discussion. |
| Contact Information | For more information and to apply for this role contact Klavdija Erzen, *Chronicle* Project Coordinator: [klavdija.e@vcscymru.org.uk](mailto:klavdija.e@vcscymru.org.uk). |