  

***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).
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| 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.
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| 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).
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| Application Procedure | * Enquiry Form;
* Informal Discussion.
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| Contact Information | For more information and to apply for this role contact Klavdija Erzen, *Chronicle* Project Coordinator: klavdija.e@vcscymru.org.uk. |