  

**Radio Cardiff Chronicle**

**Role Description: Volunteer Radio Researcher and Production Assistant**

***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:**

***The Cardiff Chronicle*** *is our new and exciting weekly radio show about the history of Cardiff. The aim of the show is to engage with local people, historians, and community activists. Each programme focuses on a specific theme, e.g. Tiger Bay’s nightlife, the Cardiff’s hospitals, the coal boom, etc.*

*The Cardiff Chronicle is broadcast live on Tuesdays from 1.30-3.00pm and an edited version is posted each week on Mixcloud:* [*https://www.mixcloud.com/the-cardiff-chronicle/*](https://www.mixcloud.com/the-cardiff-chronicle/)*. The programme is supported by VCS Community Media and the VCS Chronicle project, in association with Radio Cardiff.*

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| Role Title | Radio Researcher and Production Assistant  |
| Responsible to | Project Coordinator |
| Position Would Suit | A person interested in social history, local heritage, and media.  |
| Time Commitment | The volunteers are expected to commit at least **5 hours per week** to the project and attend a monthly Team Meeting.A minimum period of commitment is 3 months. |
| Location | Radio Cardiff; Glamorgan Archives; research can also be done from home.**The volunteers need to have access to a computer!** |
| Description of Tasks | * Assisting the show’s presenter by researching the topics and identifying the individuals and/or organisations interested in participating in the programme;
* Booking the guests for the show;
* Publicising the show using social media;
* Writing the blog contributions for the Chronicle website.
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| Benefits to Volunteers | * Practical experience in local history research and radio production;
* Chance to meet other people and improve their confidence and communication skills;
* Improving their CV and enhancing their employability;
* A reference from VCS Cymru (on delivery of the task).
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| Person Specification | Essential: * Methodical way of working and attention to details;
* Motivation;
* Basic IT skills;
* 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 local history and heritage;
* Interest in media;
* Interest in community volunteering.
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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, Project Coordinator: klavdija.e@vcscymru.org.uk. |