

Volunteer Role Description

Oral History Interviewer - Volunteer

Learning & Community Engagement Team



Role summary:

Assisting and supporting the Learning and Community Engagement Manager to deliver the NLHF funded project Witney Remembers by going out into the community and interviewing people who have come forward as having a connection with Cogges and are happy to have their memories recorded.

Your role:

- To understand the documentation required to complete an oral history interview
- To ensure all equipment loaned to you is in working order prior to the interview
- To interview participants assigned to you in a setting in which they are comfortable
- To ensure completed interviews are backed up to a hard drive following the interview
- To follow file naming conventions and file systems when backing up interviews
- Understanding and adhering to Cogges Safeguarding Policy

Your qualities:

- Enjoy listening to people
- Interest in history
- Empathy
- An upbeat and positive attitude
- Flexible
- An understanding of the importance of professionalism and boundaries

The hours:

Various days and hours dependent on the interviewee.

Training and support:

Full training will be provided on interviewing in line with the Oral History Society's guidance. Support will be offered by the Learning and Community Engagement Manager. An Enhanced DBS Check will be undertaken before volunteering can commence.

Volunteer benefits:

- Meeting new people and being part of a team
- Cogges Volunteer Pass for free entry for you and a guest
- Discount in the Cogges Kitchen and shop

What's going on at Cogges Manor Farm?

Now is a really exciting time to join us following an investment from the National Lottery Heritage Fund. Visitors and volunteers will start to notice some real differences to the way we tell the story of the 1,000 years of history at Cogges, with some really exciting projects alongside some much-needed improvements on site, including a new volunteer room.

To apply:

Please contact the Volunteering Coordinator on: volunteering@cogges.org.uk