

Volunteer Role Description

Oral History Transcriber - 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 listening to recorded interviews and transcribing them so there is a written record of the content.

Your role:

- To understand the documentation required to store an oral history interview
- To be aware of any sensitive issues that may arise from the interview
- To follow all rules in relation to copyright and data protection
- To ensure completed transcriptions are saved to a hard drive
- To follow file naming conventions and file systems when saving transcriptions
- Understanding and adhering to Cogges Safeguarding Policy

Your qualities:

- Knowledge or experience of transcribing audio files
- 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 can be flexible to fit with your own commitments.

Training and support:

Full training will be provided in line with the Oral History Society's guidance. Support will be offered by the Learning and Community Engagement Manager.

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