



Trustees:  
Stephen Warrington (Chair)  
Robert Gordon Clark, Andrew Cooke, Henry  
Fajemirokun, Alistair Gale, Helga Henry, Sue Hughes,  
Chris Livett, Amar Qureshi, John Scott, Olga  
Stanojlovic, Pete Stephens.

## Heritage Volunteer: Job Description

Supervisor / Main point of contact	<ul style="list-style-type: none"><li>Name: James King, Heritage Project Manager</li><li>Email: <a href="mailto:j.king@thamesfestival.org">j.king@thamesfestival.org</a></li></ul>
Volunteering days	<ul style="list-style-type: none"><li>You will be expected to volunteer approximately ten days spread over three months. The days will vary but be agreed in advance.</li><li>Project induction will be Monday 12th April while oral history training will take place on Monday 19th April.</li><li>Oral history interview recordings will take place remotely and will require access to a computer or laptop and internet connection. You will record at least two interviews between April and June.</li><li>Archival research will take place on the following dates: Week 1: Tuesday 4th &amp; Wednesday 5th May Week 2: Monday 10th &amp; Wednesday 12th May Week 3: Monday 17th &amp; Wednesday 19th May Week 4: Monday 24th &amp; Wednesday 26th May Week 5: Tuesday 1st June &amp; Wednesday 2nd June</li><li>You will take part in one research session per week in groups of four.</li></ul>
Role	<ul style="list-style-type: none"><li>Oral History: researching into history of Silvertown and North Woolwich to give context for interviews. Recording and preparing oral history interviews, asking people questions to find out about their experience of living and/or working in the area. These interviews will inform project outputs including exhibitions, short films, live talks and podcasts.</li><li>Archive research: Looking through archive and historical documents and records for material to inform our project outputs. Recording findings. Materials will include historical images, photographs, film footage, newspaper articles, maps, oral history recordings, diaries and other archive heritage documents. Work in the archive will be documented as part of Newham Heritage Month.</li></ul>
Requirements	<ul style="list-style-type: none"><li>You will be required to have access to an internet connection and computer/laptop to take part in training and to record oral history interviews.</li><li>Previous experience is not required, but an outgoing and inquisitive character will help, while an interest in heritage/museums/arts is a bonus.</li></ul>
Locations	<ul style="list-style-type: none"><li>Remotely – project induction, oral history training and oral history interview recording.</li><li>Newham Archives and Local Studies Library, First floor, Stratford Library, 3 The Grove, London, E15 1EL – archival research.</li><li>You will be provided with financial cover of £12 per day for lunch and travel where required.</li></ul>