



Volunteer Role Description

Title of role: Volunteer Oral Historian – River City

Main purpose and why this role matters: As a Volunteer Oral Historian, you will play a key role in collecting and preserving personal stories from members of the community about the waterways and wetlands of Hereford. You will receive training, and conduct and record oral history interviews, helping to document lived experiences that contribute to our shared heritage. Working closely with the project team, you will ensure interviews are carried out ethically, respectfully, and in accordance with recognised oral history best practice.

Location: Hereford city/community-based (hybrid: local research, and remote working where appropriate)

Who will support you: Oral History Coordinator (Marsha O'Mahony, Herefordshire Lore)

Status: *Voluntary*

Time commitment: Flexible, approximately 2–6 hours per week (or as agreed)

About us:

Herefordshire Wildlife Trust is part of The Wildlife Trust movement. There are 46 Wildlife Trusts across the whole of the UK, the Isle of Man and Alderney. Together we have more than 870,000 members, over 32,500 volunteers, 2,500 staff and 600 trustees. The Wildlife Trusts are the largest UK voluntary organisation dedicated to conserving the whole range of the UK's habitats and species.

Herefordshire Wildlife Trust, along with each of the other 45 Wildlife Trusts, is an independent, autonomous charity with its own Trustees. We are a member of the Royal Society of Wildlife Trusts (RSWT) which operates as an umbrella organisation for all 46 Wildlife Trusts and helps coordinate campaigns at a national level.

Our vision is simple: **A Wilder Herefordshire – More Nature Everywhere.** We're working towards 30% of the county being well-managed for nature by 2030, and volunteers are absolutely essential to making this happen – we can't recover nature without you.

About the role and the team you'll be volunteering with:

The River City project is supported by the **National Lottery Heritage Fund**, made possible thanks to National Lottery players.

The project aims to preserve and celebrate the heritage of our community by recording and sharing the memories, experiences, and stories of local people around Hereford city's waterways, the Yazor, Cannonmoor, Newton and the Eign. Through oral history interviews, archival research, and community engagement, we will create a lasting record that reflects the diverse voices and lived experiences of our community for future generations. As a Volunteer Researcher, you will play an important role in gathering, verifying, and documenting historical information that complements the oral history interviews. You will support the project by researching local people, places, organisations, and events, helping to provide historical context.

About the role:

Main tasks:

- Attend project training on oral history techniques, safeguarding, data protection, and ethical interviewing.
- Identify and build positive relationships with potential interviewees from diverse backgrounds.
- Arrange and conduct oral history interviews, either in person or online where appropriate.
- Prepare interview questions based on agreed themes while allowing interviewees to share their experiences naturally.
- Record high-quality audio (or audio-visual where applicable) interviews using project equipment.
- Obtain informed consent and explain how recordings will be stored and used.
- Write interview summaries and maintain accurate records.
- Assist with transcribing or reviewing interview transcripts where required.
- Support the cataloguing and archiving of interviews in line with project procedures.
- Work with the project team to identify extracts that may be used in exhibitions, publications, educational resources, podcasts, websites, or community events.
- Represent the project professionally and maintain confidentiality when handling sensitive information.

Skills/qualities we're looking for:

No previous experience is required. Training and support will be provided. We welcome volunteers from all backgrounds who are interested in people, history, and community heritage.

The following qualities would be beneficial:

- An interest in local history, community heritage, or oral history.
- Excellent listening and interpersonal skills.

- Good communication skills and the ability to build rapport.
- Empathy, patience, and respect for people's experiences.
- Good organisational skills and attention to detail.
- Basic IT skills for managing digital recordings and documents.
- Ability to work independently and as part of a team.

Full training and ongoing support will be provided.

Personal Qualities

- Friendly, approachable, and respectful.
- Curious and enthusiastic about learning.
- Reliable and committed.
- Sensitive when discussing personal or emotional experiences.
- Committed to equality, diversity, and inclusion.
- Passionate about preserving community heritage.

Training Provided

Volunteers will receive training in:

- Oral history methodology and interview techniques.
- Ethical interviewing and informed consent.
- Active listening and effective questioning.
- Audio recording equipment and file management.
- Data protection (UK GDPR) and confidentiality.
- Safeguarding and health and safety.
- Working with diverse communities.

What You'll Gain

By volunteering, you will:

- Gain practical experience in oral history interviewing and heritage work.
- Develop communication, interviewing, and research skills.
- Receive training from experienced heritage professionals.
- Meet new people and contribute to preserving important community stories.

- Enhance your CV with experience in the heritage and voluntary sectors.
- Help create a lasting community archive that will benefit future generations.

Accessibility and Adjustments:

We are committed to creating an inclusive volunteering environment. We encourage volunteers to discuss any access requirements, support needs, or reasonable adjustments with us. We will work collaboratively to identify appropriate solutions wherever possible

What we offer:

We want you to feel welcomed, supported and part of our community. As a volunteer, you'll receive:

- A taster session so you can try the role before committing
- An online induction to help you get started
- Safeguarding and Health & Safety guidance
- Any training needed for your role
- Volunteer Handbook and code of conduct
- Invitations to volunteer socials, Discovery Days and guided walks
- A weekly volunteer newsletter with updates and opportunities
- Expenses: Out of pocket expenses for travel will be reimbursed in line with our policy
- The chance to meet new people, learn new skills and make a real difference for wildlife
- You'll be joining a community of over 500 volunteers across Herefordshire.

Required for this role:

- Volunteer Registration Form
- A DBS check (if required)
- Safeguarding Training
- GDPR Training

Confidentiality

The volunteer may sometimes have access to sensitive or embargoed information on business issues. The Volunteer is expected to respect confidentiality and exercise discretion where necessary in line with our volunteering policies.

Herefordshire Wildlife Trust – Equality, Diversity & Inclusion

Our vision is to bring people closer to nature, with land rich in wildlife. Our mission is a society where nature matters, where everyone has a strong and personal connection with wildlife and wild places. However, we recognise the conservation sector is one of the least diverse in the UK and we know that not everyone has equal access to nature. This is why we need to reflect, learn and change our approach in the way we work so that we can engage and inspire people from all backgrounds, cultures, identities and abilities to take action for wildlife, to protect it and engage in nature's recovery.

We are committed to making positive steps to bridge the gap of inequity in the sector, which is why we are addressing and promoting equality, diversity and inclusion (EDI) in all that we do. We want to better understand the barriers that face underrepresented communities in accessing nature, and

work in partnership to create an inclusive landscape that reflects all walks of life. Nature is for everyone.

Herefordshire Wildlife Trust - Safeguarding Commitment Statement

We will...

- Not tolerate any form of abuse or neglect within The Wildlife Trusts.
- Take all reasonable steps to protect children, young people and adults at risk who visit our sites, take part in our activities or engage with us online.
- Give equal priority to keeping all children, young people and adults at risk safe from harm, regardless of their age, disability, gender, race, beliefs, sex, or sexual orientation.
- Provide our staff, volunteers and trustees with the knowledge and tools to guide them in protecting children, young people and adults at risk from abuse and neglect.

Herefordshire Lore - Equality, Diversity and Inclusion

We are committed to creating an inclusive and welcoming environment. We encourage applications from people of all backgrounds and especially welcome volunteers whose lived experiences reflect the diversity of our community. No formal qualifications are required—enthusiasm, curiosity, and a willingness to learn are what matter most.

Herefordshire Lore - Safeguarding and Confidentiality

Volunteers will receive guidance on safeguarding, confidentiality, informed consent, and the ethical collection and handling of oral histories. Where required, a Disclosure and Barring Service (DBS) check may be undertaken

Thank You for your interest in supporting Herefordshire Wildlife Trust
Please [Register your interest in this role here](#) and we will get back to you to arrange a taster session.
If you have any questions about volunteering please contact Lesley Hack - Membership and
Volunteering Manager L.hack@herefordshirewt.co.uk