



Volunteer Role Description

Title of role: Volunteer Researcher – River City (Oral History Heritage Project)

Main purpose and why this role matters:

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: varied

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:

- Research the history of local communities, organisations, landmarks, events, and individuals using archives, libraries, museums, local studies collections, newspapers, photographs, and online resources.
- Organise and catalogue research materials, photographs, and documentary evidence.
- Contribute to written summaries, exhibition content, educational resources, digital archives, and project publications.
- Maintain accurate research records and appropriately reference all sources.
- Ensure research is conducted in accordance with data protection, copyright, ethical standards, and oral history best practice.
- Attend volunteer meetings, training sessions, and community engagement activities where appropriate or possible.

Skills/qualities we're looking for:

- An interest in local history, social history, or oral history.
- Good research and information-gathering skills.
- Strong attention to detail and accuracy.
- Good written communication and note-taking skills.
- Ability to organise information effectively.
- Basic IT skills, including Microsoft Office or Google Workspace.
- Ability to work independently and collaboratively.
- Respect for confidentiality and sensitivity when working with personal stories.

Training will be provided in:

- Archive and local history research methods.
- Recording and documenting research findings.
- Data protection and safeguarding requirements.

Personal Qualities

- Curious, enthusiastic, and willing to learn.
- Reliable and committed.
- Empathetic and respectful when working with people from diverse backgrounds.
- Patient and organised.
- Passionate about preserving local heritage and community stories.

What You'll Gain

By volunteering, you will:

- Develop practical research and heritage skills.
- Receive training from experienced heritage professionals.
- Build confidence in historical research and archival methods.
- Meet new people and contribute to preserving important community memories.
- Receive a reference upon satisfactory completion of your volunteering.
- Make a meaningful contribution to a National Lottery Heritage Fund-supported project 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)

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