



Volunteer Role Description

HERITAGE BROXBOURNE VOLUNTEER

Name of CVSBEH project	Heritage Broxbourne
Role title	Heritage Broxbourne Volunteer
Organisation	Community Voluntary Services for Broxbourne and East Herts (CVSBEH), Nigel Copping Community Building, 88 Sanville Gardens, Stanstead Abbots, Hertfordshire, SG12 8GA
Contacts	Deputy Chief Officer: Susan Lankaster susan@cvsbeh.org.uk CVSBEH Volunteer Coordinator: Claudia Bird volunteering@cvsbeh.org.uk or phone the CVSBEH office: 0300 123 1034
Why volunteer with CVSBEH?	CVSBEH is the essential link to empowering our community groups, building local partnerships and improving residents' lives. We provide a diverse range of services to develop, enhance and empower voluntary and community groups to effectively serve their communities, including the running of our own projects like Heritage Broxbourne. Volunteering is a great way of supporting these worthwhile causes. You will gain valuable skills, meet new people and make and a noticeable difference in the community.
Who benefits?	Heritage Broxbourne is a project aiming to research the history of the community and charity sector in Broxbourne. One aim is to produce moveable displays/oral histories to celebrate the lives and contributions made to the community by ordinary people. We wish to record this aspect of the social history of the area, to share our findings with current residents and ensure this is recorded for future generations.
Purpose	Volunteers will be interviewing local residents to record how they supported communities within the Borough of Broxbourne over the last 50 years. These recordings will be transcribed and transformed into various formats.
Main tasks	You can get involved in any or all of the following tasks: <ul style="list-style-type: none"> • Interviewing local residents • Researching history • Transcribing oral transcripts • Produce soundbites, oral histories and visual records • Design mobile exhibitions which can be displayed in venues across the District



	<ul style="list-style-type: none"> Assemble a semi-permanent exhibition which can be displayed at Lowewood Museum and other venues.
Skills, experience and qualities needed	<ul style="list-style-type: none"> Excellent organisational skills, paying close attention to detail Ability to accurately collate information and resources Commitment to working in a team environment yet able to work on your own Good communication and interpersonal skills Experience of providing excellent customer service Commitment to equal opportunities Ability to be proactive and demonstrate initiative Patient, friendly and approachable with a sense of humour Enhanced DBS check through CVSBEH A knowledge of or a willingness to understand the voluntary and community sector and the role of CVS
When?	May to December 2021
Where?	Various locations, e.g. Hertford Regional College (Turnford Campus), Nigel Copping Community Building (Stanstead Abbots), interviewees homes.
Support offered	<ul style="list-style-type: none"> All volunteers will be given a full induction Regular supervision meeting to ensure that the volunteer and line manager are happy with their volunteering and its environment. CVSBEH offers regular training opportunities which can be accessed by volunteers. Expenses will be covered according to our volunteer agreement (costs of travel and parking, meal expenses, essential specialist equipment, cost of childcare)
What could volunteers get out of it?	This is a rewarding role for volunteers who enjoy meeting new people, organising and researching a topic in depth. CVSBEH can provide a reference which can improve career prospects. We want to ensure that anyone volunteering for us finds their role rewarding and we strive to provide an enjoyable experience. You will be part of a small team of volunteers and CVSBEH staff who work together to make this special project a success.
Other information	Further information on: https://cvsbeh.org.uk/heritage-broxbourne/ and follow us on twitter: @cvsbeh