



**LOTTERY FUNDED**

Norfolk in the First World War Volunteer Programme  
First World War Women of Norfolk: Legacies project  
Person Specification & Role Descriptions  
Thursday 12 April to Thursday 29 November 2018

## **Become a Heritage Research Volunteer!**

The Forum is looking for people to volunteer on the Heritage Lottery Funded Project 'Norfolk in the First World War: Somme to Armistice'. As a heritage volunteer you will be researching the legacies of Norfolk Women in the First World War, contributing content to a large project exhibition commemorating the Armistice in November 2018. This may be through written work, a spoken presentation or participation in a project film.

As a Heritage Research Volunteer you will receive heritage skills training including an introduction to the collections of the Norfolk Heritage Centre and Norfolk Record Office and how to use online sources for family history and military ancestry research. You will also receive training in public speaking and media engagement. You will be supported in your research by the Project Historian Neil Storey, who will be available to offer one-to-one advice at least one day a week during the research stage of the project.

This is a fantastic volunteer experience opportunity, where you can get to know your city and county better and gain new skills or to enhance your CV. Successful volunteers will not only meet new people and uncover new stories about the role of Norfolk women in the First World War, but we will also be happy to write a reference to assist with any future opportunities.

This volunteering opportunity is from April-November 2018 but the main research period will be from 12 April-20 August 2018. You will also be asked to invigilate the exhibition on a rota basis, according to availability. The exhibition will be held from 01-13 November 2018.

### **Norfolk in the First World War: Somme to Armistice project**

The Forum has been awarded funding from the Heritage Lottery Fund to deliver the project 'Norfolk in the First World War: Somme to Armistice' which will share the stories of local First World War heroes-both men and women. Several special 100 year anniversaries are the focus of this project; The Battle of the Somme in November 2016, The Battle of Gaza in April 2017, First World War Women of Norfolk: On Active Service in November 2017 and the 100<sup>th</sup> anniversary of Armistice Day will be commemorated in November 2018. The project takes a focused look at Norfolk's War Memorials which commemorate the men who fought and lost their lives in battle and the women who were either on active war service or remaining strong on the Norfolk home-front.

Through the volunteer strand of the project, volunteers will receive training and support in how to research the legacies of Norfolk women involved in the First World War and how roles and perceptions changed as a result of the war. Research may tell the stories of Norfolk women in uniformed services who died during

the First World War, women who worked on the land, women at work, women's right to vote or the role of women on Armistice Day. The research will culminate in an exhibition to be held at The Forum in November 2018 and volunteers will be able to contribute talks and text to the exhibition where appropriate. The exhibition will then be available to tour schools and community venues.

## **The Forum**

The Forum Trust is an independent, self-financing charitable organisation which manages The Forum building. It has a wide ranging project purpose, which aims to ensure that The Forum is a vibrant and inspiring place and an asset which benefits the whole community. Our activities can be based within The Forum, but we also extend beyond the building, and into the County, through outreach and partnership activities across Norfolk and the Eastern region.

## **Norfolk in the First World War: Volunteer Roles**

### **Heritage Researcher**

Heritage Research Volunteers will research the legacies of Norfolk women during the First World War. Using primary and printed sources from The Norfolk Heritage Centre and Norfolk Record Office you will research a topic agreed with the Project Historian and create an essay-style piece on your research (approx. 1,000-1,500 words) and a shorter text for the exhibition panels. This will then be edited down by the project historian. You will engage the public with your research during the exhibition period and may also choose to present your research through a public talk or media engagement. Media skills training will be provided so you feel confident speaking about your research with the public and through media channels.

### **Exhibition Steward**

All volunteers will be required to undertake Exhibition Stewarding as part of their shift rota during the Norfolk in the First World War Armistice exhibition in November 2018.

As an Exhibition Steward you will:

- Interact proactively with the public/audiences as required, answering questions about the project
- Encourage visitors to complete the exhibition evaluation

### **Communications volunteer**

We are looking for reliable and professional representatives of The Forum to help promote the First World War Women of Norfolk: Legacies project through social media or press and radio interviews. This could include contributing to a blog for the Norfolk in the First World War website, Twitter and Facebook postings. Please note that, depending on experience, you will be either using your own networks to add to the buzz, or helping on the official Forum social media channels. You will need to have access to your own smartphone, tablet or laptop/computer.

## **Volunteer Duties**

- To research the legacies of Norfolk women involved in the First World War
- To write up research findings into an essay style piece and shorter exhibition panel which will then be edited by the Project Historian
- To share your research with the public through talks and media engagement
- To invigilate the First World War Women of Norfolk: Legacies exhibition at The Forum for at least one day over the exhibition period
- To attend monthly meetings with the Project Historian during the research phase of the project

## **Person Specification**

To be a Heritage Volunteer, you should be:

- Positive, with an enthusiastic, can-do attitude
- Keen and willing to learn more about the role of Norfolk women in the First World War
- Responsible, reliable and punctual
- A good team player, but also able to work independently and use initiative
- Committed and flexible, to work in shifts
- A great communicator, with a friendly nature
- Interested in heritage

Skills/experience required:

- Competent IT skills
- Ability to progress with work independently
- Ability, or willingness to learn, to write in styles appropriate to the project's aims and purpose
- Ability to present information clearly and concisely in a lively and engaging way
- Willingness and enthusiasm to promote the project in the public arena through media interviews and public talks
- Experience of using primary sources for historical research

A current DBS will be required for this role. The Forum will process a DBS application with you.

## **Travel and expenses**

The Forum will reimburse travel expenses for public transport or the cost of car-parking during the hours volunteered. Receipts must be provided.

## **What Volunteers can expect from The Forum**

In return, The Forum aims to provide the best possible experience for each of our volunteers, with the following terms:

- Although we will try, we cannot guarantee you will get the roles you would prefer; all volunteers will be required to perform an element of exhibition stewarding
- You will be required to volunteer on a rota basis during the 'Norfolk in the First World War Armistice' exhibition period at The Forum (01-13 November 2018), according to availability.

Volunteering with The Forum will provide you with the following:

- Experience in communicating with the public.
- The chance to improve and acquire skills in research, speaking to the media, contributing content to exhibitions and delivering talks
- An opportunity to explore heritage professions as a career and add to your CV.
- An opportunity to meet other people passionate about heritage, and to be part of a county-wide project commemorating the people of Norfolk during the First World War

## **Support/Coordination Points**

The contacts for volunteers at The Forum will be Sarah Power, (Norfolk in the First World War Project Manager), Neil Storey (Project Historian) and Lizzie Figura-Drane (Project Assistant). The team will provide volunteer support from The Forum office, located in the Forum. The main office number is 01603 727950.

Once you have familiarised yourself with the roles and opportunities on offer please complete and return the Volunteer Application Form. This will be available at <http://www.theforumnorwich.co.uk/learning/volunteer> from Monday 19 February 2018.

The deadline for volunteer applications is **9.30am Monday 26 March 2018**. Shortlisted volunteers will be invited for an informal chat on **Friday 06 April 2018**.

If you have any questions regarding the volunteer roles, please contact Lizzie Figura-Drane, Heritage Project Assistant by emailing: [heritage.assistant@theforumnorwich.co.uk](mailto:heritage.assistant@theforumnorwich.co.uk) or telephone: 01603 727971.