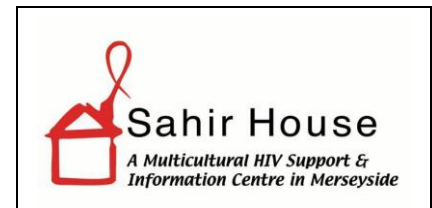


Heritage Volunteer Role Description



Role	Oral History and Archive Volunteer
Purpose	To assist Sahir House with recording oral histories of people's memories and experiences of HIV/AIDS and to research records and archive collections for relevant HIV/AIDS related materials.
Key Activities	<ul style="list-style-type: none"> ▪ Plan and prepare for oral history interviews ▪ Carry out a minimum of 10 oral history interviews ▪ Record the interviews ▪ Complete recording agreements and photography consent forms with interviewees ▪ Use audio conversion and transcription software ▪ Complete full interview summaries for the recordings ▪ Handover of interview documentation ▪ Carry out archive research and indexing of Sahir House records and archive collections in Merseyside and London
Do's & Don'ts	<p>Do</p> <ul style="list-style-type: none"> ▪ Represent Sahir House & HIV in a professional manner ▪ Attend any planning and heritage volunteer team meetings (as required) ▪ Familiarise yourself with the aims and objectives of the project ▪ Debrief the HIV Heritage Project Worker after carrying out interviews and archive research ▪ Ask for assistance from the HIV Heritage Project Worker, as required ▪ Respect the confidentiality of service users and people using the meeting spaces in Sahir House ▪ Feedback your suggestions for project resources and ideas for the interviews and archive research. <p>Don't</p> <ul style="list-style-type: none"> ▪ Express your own views if they conflict with Sahir House policy ▪ Undertake project activities for Sahir House unless agreed by Sahir House ▪ Work on your own as a Sahir House heritage volunteer unless agreed ▪ Discuss oral history interviews unless agreed ▪ Undertake any project activities if affected by medication, illness, tiredness, drugs and/or drink.
Commitment	<p>You must have some weekday daytime, evening & weekend availability</p> <ul style="list-style-type: none"> ▪ New volunteer training is often held at weekends ▪ Commitment to attending oral history training ▪ Oral history interviews ▪ Commitment to carry out a minimum of 10 oral history interviews ▪ Carrying out archive research ▪ A commitment to attend a minimum of 10 hours of update training or skills development activities per year ▪ Active commitment to own training & learning needs
Location	Sahir House & Merseyside region
Restrictions:	Volunteers must have Sahir House enhanced satisfactory CRB if they are to

	have lone and unsupervised access to service users.
Skills/ Experience/ Personal qualities required	<p>General You must be able to:</p> <ul style="list-style-type: none"> • Work towards Sahir House’s aim of promoting the best practice of care for people living with HIV in Merseyside • Work as a team • Be punctual & reliable • Be respectful of others’ differences & choices • Be committed to challenging stigma & prejudice • Take responsibility for your own actions • Maintain confidentiality at all times • Give & receive feedback • Communicate clearly • Maintain clear boundaries • Work within Sahir House’s policies, procedures & code of conduct <p>Knowledge You must be able to:</p> <ul style="list-style-type: none"> • Identify the main service user communities at Sahir House • Identify the services that Sahir House offers • Communicate basic information about HIV, AIDS & routes of transmission & the wider issues affecting the HIV community • Be up to date with HIV trends, general political and social issues <p>Skills/experience: For this role you need to have:</p> <ul style="list-style-type: none"> • An interest in people • Ability to listen • Ability to plan and work independently • Ability to communicate clearly with others • Be non-judgmental • A keen interest in the history of HIV/AIDS • Some IT skills
CRB required?	Yes – if intending to do oral history interviews
Monitoring	Include volunteering tasks in monthly volunteer monitoring sheet
Supervision & support arrangements	Support and supervision is provided by: <ul style="list-style-type: none"> • The HIV Heritage Project Worker at Heritage Volunteer Team meetings, project planning meetings and debriefs after interviews • Volunteer Research Group meetings • General supervision from the HIV Heritage Project Worker and Development Manager
Training required	<ul style="list-style-type: none"> • Sahir House New Volunteer Training • Induction from Sahir House staff member • Oral History and Interview training as provided by Sahir House
Volunteer Expenses	Claim travel expenses as per current policy
Further Information	For more information contact the HIV Heritage Project Worker. Tel: 0151 237 3989 Email: info@sahir.uk.com