

Appendix 3: Volunteer Roles

<i>Role advert text and headline role title</i>	
Volunteer Role:	<i>Survey Team</i>
Enjoy being out and about in the New Forest? Why not join our survey team. As part of the project we will be identifying sites and features across the New Forest that will then need verifying (Ground Truthing) to confirm what they are and if they relate to the Second World War. No experience needed, just the desire and ability to be out in the forest all day, all training and equipment is provided.	

<i>Role Title/Category:</i>	Survey Team
<i>Project:</i>	New Forest Remembers - Untold Stories of World War II
<i>Single/Shared Role:</i>	These tasks will be shared between a number of volunteers.
<i>Estimated/preferred hours per week:</i>	Flexible but must have attended an induction and training session

<i>Role Description:</i>	<i>Working in Teams</i>
<ul style="list-style-type: none"> • Work with team members to verify (ground truth) sites across the New Forest and record findings • Assess (in the field) features for inclusion into the WWII project archive • While using digital recording equipment identify, survey and record agreed features for inclusion into the WWII project archive • Photograph recorded features 	
<i>Comments:</i>	
<ul style="list-style-type: none"> • All volunteer must attend an induction and training session before conducting any field work • Due to the nature of this role, the majority of it conducted in or around the New Forest National Park, we are seeking volunteers that are able to travel easily e.g. in their own vehicle or via public transport. 	
<i>Key Words/Tags</i>	friendly, good communicator, enthusiastic, archaeologist, dependable, inquisitive, problem solver, researcher

Responsibilities:	
<ul style="list-style-type: none"> • The volunteer will be responsible for themselves • To work with the project team to meet our objectives • Will not discuss or passing on confidential information • Will follow the applicable New Forest National Park Authority Policies e.g. Health and Safety (Risk Assessments) and Best Practice at all times • Work professionally and considerately across various landscapes in the New Forest National Park. 	

Other bits of information:	
<p>All training will be provided. No formal interview for this role</p>	

Expenses (Including out of pocket expenses):	
<p>The Project is able to reimburse some volunteer expenses for travel. Please see guidance notes for details of what is and isn't covered.</p>	
<p>Not all expenses are covered; please ask prior to starting any volunteering.</p>	

Dress code:	
<p>Office: We aim to have a friendly and “relaxed” office and thus do not have a strict dress code. Please dress appropriately for a busy working office environment. If joining us at a public event branded clothing may be provided (e.g. T-shirt and/or Jacket).</p> <p>Field Work: Please dress appropriately for the expected conditions and be prepared for sudden change in weather.</p>	





Role advert text and headline role title

Volunteer Role:

Survey Team Leader

We are seeking volunteers with good archaeological knowledge and/or good working knowledge of the New Forest to work with and lead small survey teams. As part of the project we will be identifying sites and features across the Forest that will then need verifying (Ground Truthing) to confirm what they are and if they relate to the Second World War. Applicants should be able to show good team working and leadership skills, experience of archaeology and/or good knowledge about the New Forest. The desire and ability to be out in the New Forest all day is essential. Training and equipment is provided.

Role Title/Category:

Survey Team Leader

Project:

New Forest Remembers -
Untold Stories of World War II

Single/Shared Role:

These tasks will be shared between a few volunteers.

Estimated/preferred hours per week:

A day per week

Role Description:

Working in Teams

- Co-ordinate and work with team members to verify (ground truth) sites across the New Forest and record findings
- Assess (in the field) features for inclusion into the WWII project archive
- While using digital recording equipment identify, survey and record agreed features for inclusion into the WWII project archive
- Photograph recorded features
- Engage with the public and landowners explaining the project, aims and opportunities.

Comments:

- All volunteer must attend an induction and training session before conducting any field work
- Due to the nature of this role, the majority of it conducted in or around the New Forest National Park, we are seeking volunteers that are able to travel easily e.g. in their own vehicle or via public transport.
- Applicants for this type of role will be interviewed

Key Words/Tags	Existing archaeological and/or local knowledge, friendly, good communicator, team leader, archaeologist, dependable, inquisitive, problem solver, researcher
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Responsibilities:	
<ul style="list-style-type: none"> As a Survey Team Leader, when on site, you will be the decision maker and responsible for the equipment and data standards You will be the first point of contact with the office To work with the project team to meet our objectives. Will not discuss or pass on confidential information Will follow the applicable New Forest National Park Authority Policies e.g. Health and Safety (Risk Assessments) and Best Practice at all times Work professionally and considerately across various landscapes in the New Forest National Park. Will adhere to New Forest National Park Risk Assessment and contact the office for advise if conditions change 	

Other bits of information:	
<p>All training will be provided. This role requires a “CRB” check Training in First Aid (EFR) will be provided (if needed)</p>	

Expenses (Including out of pocket expenses):	
<p>The Project is able to reimburse some volunteer expenses for travel. Please see guidance notes for details of what is and isn’t covered.</p> <p>Not all expenses are covered; please ask prior to starting any volunteering.</p>	

Dress code:	
<p>Office: We aim to have a friendly and “relaxed” office and thus do not have a strict dress code. Please dress appropriately for a busy working office environment. If joining us at a public event branded clothing may be provided (e.g. T-shirt and/or Jacket).</p> <p>Field Work: Please dress appropriately for the expected conditions and be prepared for sudden change in weather.</p>	





New Forest Remembers

untold stories of World War II



Role advert text and headline role title

Volunteer Role:

Oral History Team

Do you have a journalistic mind, are a good listener, know what the right question is and when to ask it? Interested in working with sound, producing podcast and audio guided walks?

We are looking for volunteers to join the Oral History Team and take on one or a combination of roles. Interviewer - record oral histories from those that lived, worked and played in the New Forest during the Second World War. The interviews will be conducted in various locations across the Forest and all training and equipment is provided. Other roles include editor, audio typist, producer/presenter. Editing the recordings and oral history transcription do not involve travel and volunteers can get involved while staying at home, all you need is access to a computer.

Join our Oral History Team and become part of a dedicated group recording, archiving, editing and producing programs about the New Forest during the war years.

Role Title/Category:	Oral History Team: Interviewer, Editor, Audio Typist, Producer
Project:	New Forest Remembers - Untold Stories of World War II
Single/Shared Role:	These tasks will be shared between a number of volunteers.
Estimated/preferred hours per week:	Four (4) hours per week.

Role Description:	
<ul style="list-style-type: none"> You will be interviewing candidates chosen by the project team and recording their memories via digital recording equipment. Preparing recordings for archiving and transcription. Transcribe recordings (audio typist) to form a text document of the interviews Editing recordings to make "sound bites", program content and or produce entire audio programs focusing on a single interview or topic. Researching and recording information sound bites for inclusion in Audio Guides, pod' and vodcast 	
Comments:	
<ul style="list-style-type: none"> Due to the nature of this role, the majority of it conducted in or around the 	

<p>New Forest National Park, we are seeking volunteers that are able to travel easily e.g. in their own vehicle or via public transport.</p> <ul style="list-style-type: none"> • Volunteers can join the Oral History Team and focus on one element of the role, e.g. take a focused editing role. • The 'Interviewers' will be subject to interview and a CRB check 	
Key Words/Tags	friendly, good communicator, journalistic, enthusiastic, archaeologist, dependable, inquisitive, problem solver, researcher

Responsibilities:	
<ul style="list-style-type: none"> • The volunteer will be responsible for themselves • To work with the project team to meet our objectives • Will not discuss or pass on confidential information • Will follow the applicable New Forest National Park Authority Policies e.g. Health and Safety (Risk Assessments) and Best Practice at all times • Work professionally and considerately across various locations in the New Forest National Park. 	

Other bits of information:	
<p>All training will be provided. This role requires a "CRB" check</p>	

Expenses (Including out of pocket expenses):	
<p>The Project is able to reimburse some volunteer expenses for travel. Please see guidance notes for details of what is and isn't covered.</p> <p>Not all expenses are covered; please ask prior to starting any volunteering.</p>	

Dress code:	
<p>Office: We aim to have a friendly and "relaxed" office and thus do not have a strict dress code. Please dress appropriately for a busy working office environment. If joining us at a public event branded clothing may be provided (e.g. T-shirt and/or Jacket).</p> <p>Field Work: Please dress appropriately for the expected conditions and be prepared for sudden change in weather.</p>	





Role advert text and headline role title

Volunteer Role:

Researcher

We are seeking volunteers interested in assisting us search through public and private archives relating to the New Forest during the Second World War. Once assessed some material will be digitised for adding to the project archive with indexed information about that collection. The collections will be in various locations across the New Forest and further afield, all training and equipment is provided.

Role Title/Category:

Researcher

Project:

New Forest Remembers -
Untold Stories of World War II

Single/Shared Role:

These tasks will be shared between a number of volunteers.

Estimated/preferred hours per week:

Four (4) hours per week.

Role Description:

- You will be familiar with a range of documentary material.
- You will be visiting candidates and sites chosen by the project team to assess their archive.
- Capturing (digitising) material appropriate to the project.
- Preparing records for addition to the "Interactive Portal" and for archiving.
- Assisting in the development of links to other archives and collections.

Comments:

- Due to the nature of this role, the majority of it conducted in or around the New Forest National Park, we are seeking volunteers that are able to travel easily e.g. in their own vehicle or via public transport.

Key Words/Tags

friendly, good communicator, record keeping, enthusiastic, archaeologist, dependable, inquisitive, problem solver, researcher

Responsibilities:

- The volunteer will be responsible for themselves
- To work with the project team to meet our objectives
- Will not discuss or pass on confidential information

- Will follow the applicable New Forest National Park Authority Policies e.g. Health and Safety (Risk Assessments) and Best Practice at all times
- Work professionally and considerately across various locations in the New Forest National Park.

Other bits of information:

All training will be provided.

Expenses (Including out of pocket expenses):

The Project is able to reimburse some volunteer expenses for travel. Please see guidance notes for details of what is and isn't covered.

Not all expenses are covered; please ask prior to starting any volunteering.

Dress code:

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Field Work: Please dress appropriately for the expected conditions and be prepared for sudden change in weather.





Role advert text and headline role title

Volunteer Role:

Tech Team

Gadgets and gizmos, electronics, mechanical, physical models and computer generated models. We are seeking volunteers with existing skills and experiences, able to offer these for the project. We are able to consider any offer of involvement. Some suggestions include: electronics engineer, set/prop design and manufacture, model & diorama makers, graphic design, and computer 3D modelling.

Role Title/Category:

Technical and Special Skills Team

Project:

New Forest Remembers - Untold Stories of World War II

Single/Shared Role:

These tasks will be shared between a number of volunteers.

Estimated/preferred hours per week:

Four (4) hours per week.

Role Description:

Working in Teams

- Assist with and/or lead special projects to produce materials for displays, education and outreach

Options

- (Good or advanced) Electronic skills able to design and produce circuits and custom electronic devices
- (Good or advanced) Mechanical skills able to design and produce practical display models and display materials
- (Good or advanced) Computer modelling skills able to produce virtual display models and display materials
- Special skills, equipment and/or other that would be of benefit to the project

Comments:

- Would suit "home volunteer's" working on projects with regular contact and visits by project staff.
- Due to the nature of this project based in the New Forest Park, we are seeking volunteers within the Park boundary and immediate surrounding areas.
- Able to travel e.g. driving licence and vehicle would also be an advantage

Key Words/Tags	friendly, enthusiastic, dependable, inquisitive, problem solver, electronics, mechanical, graphics, computer 3D modelling, model making
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Responsibilities:	
<ul style="list-style-type: none"> • The volunteer will be responsible for themselves • To work with the project team to meet our objectives • Will not discuss or pass on confidential information • Will follow the applicable New Forest National Park Authority Policies e.g. Health and Safety (Risk Assessments) and Best Practice at all times • Work professionally and considerately across various locations in the New Forest National Park. 	

Other bits of information:	
All projects must be agreed in advance Funding and supplies will be purchased by the NPA	

Expenses (Including out of pocket expenses):	
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Not all expenses are covered; please ask prior to starting any volunteering.	

Dress code:	
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Role advert text and headline role title

Volunteer Role:

Education Team

We are seeking volunteers to join our project's Education and Outreach Team visiting schools, groups, shows and events across the New Forest delivering education and experience sessions relating to the New Forest during the Second World War.

We are particularly interested in recruiting volunteers with teaching and youth work experience and those interested in such things as storytelling, acting conducting guided walk and public involvement events. As part of this WWII project we will be developing and delivering education and general public outreach events across the New Forest and maybe further afield.

Role Title/Category:	Education and Outreach Team
Project:	New Forest Remembers - Untold Stories of World War II
Single/Shared Role:	These tasks will be shared between a number of volunteers.
Estimated/preferred hours per week:	Four (4) hours per week.

Role Description:	
	<ul style="list-style-type: none"> Assist the project staff in developing and delivering education sessions for schools and groups Assist the project staff in developing and delivering outreach and experience sessions and shows and events
Comments:	
	<ul style="list-style-type: none"> Due to the nature of this role, the majority of it conducted in or around the New Forest Park, we are seeking volunteers able to travel easily e.g. driving licence and vehicle or via public transport.
Key Words/Tags	friendly, good communicator, record keeping, enthusiastic, archaeologist, dependable, inquisitive, problem solver, teacher, actor

Responsibilities:	
<ul style="list-style-type: none"> • The volunteer will be responsible for themselves • To work with the project team to meet our objectives • Will not discuss or pass on confidential information • Will follow the applicable New Forest National Park Authority Policies e.g. Health and Safety (Risk Assessments) and Best Practice at all times • Work professionally and considerately across various locations in the New Forest National Park. 	

Other bits of information:	
Training can be provided This volunteering role requires a “CRB” check	

Expenses (Including out of pocket expenses):	
The Project is able to reimburse some volunteer expenses for travel. Please see guidance notes for details of what is and isn’t covered.	
Not all expenses are covered; please ask prior to starting any volunteering.	

Dress code:	
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