

# Her Salisbury Story

## Celebrating the Women of Salisbury

# Volunteer Information Pack

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# **W**elcome to the Her Salisbury Story Volunteer Information Pack

Her Salisbury Story (HSS) is a project that is run by Soroptimist International Salisbury which is part of a worldwide organisation of clubs for women, with general consultative status with ECOSOC of the UN, whose key aim is to make the world a better place for women and girls.

## **Vision Statement**

Her Salisbury Story is about celebrating the lives of Salisbury women past and present by promoting with all members of our community the contribution that women have made, and are making, to the city. Their contribution could be socially, politically, culturally, economically or in other ways. We seek to ensure a diversity of women's stories are promoted to inspire current women and girls to achieve their potential, realise their aspirations and have an equal voice.

## **How we plan to achieve this**

We will do this by researching the lives of women in the past who have contributed to Salisbury's heritage and sharing their stories. We will also record interviews with around 40 women who have contributed or are positively contributing to life in Salisbury and beyond.

## **Further information**

There is lots of information about Her Salisbury Story, what we have done so far, how the project has been affected by Covid 19, etc on our website and this information pack is designed to be read in conjunction with it.

[www.hersalisburystory.com](http://www.hersalisburystory.com)

## **How you can get involved**

There are opportunities to get involved on both the researching historic women or the oral history side. The following pages will explain more about the project work streams and what the opportunities for involvement are.

**If you have any questions do contact us via email or the contact sheet on the website and we will get back to you**

## **Information about Oral History Volunteering**

**T**hank you for finding out about becoming one of our oral history volunteers. Our oral history team will be vital to the success of this part of the project. You will be helping to create an on-line library which documents and celebrates the positive contribution made by women to our city

### **What are we trying to achieve?**

Her Salisbury Story is about celebrating the lives of Salisbury women past and present by promoting, with all members of our community, the contribution that women have made, and are making, to the city. Their contribution could be socially, politically, culturally, economically or in other ways. We seek to ensure a diversity of women's stories are promoted to inspire current women and girls to achieve their potential, realise their aspirations and have an equal voice.

### **What will the Oral History Part of the Project involve?**

We will be interviewing contemporary women from the city and its environs to collect stories about their lives and achievements: finding out about their background, what gave them the idea to do a certain thing, what barriers they had to overcome and to join with them in celebrating their success.

These interviews will be recorded and the files will be deposited at the Wiltshire & Swindon History Centre (WSHC). The HSS website will contain features on all of the women interviewed together with extracts from the recordings. We are currently still working on exactly what this will look like.

### **How are Volunteers Involved?**

Following training, which is a requirement of the project, volunteers will be involved with all aspects of the oral history process:

- engaging people in the idea of oral history
- researching women who they will be interviewing
- arranging and conducting interviews
- using digital recording equipment
- managing digital data and records
- summarising interviews
- transcribing interviews
- technical help / editing the interviews etc
- processing the data

### **Will all volunteers need to undertake all of these tasks?**

No. There are 3 main roles: interviewer, transcriber and technical help. The summary could be done by either the interviewer or the transcriber.

### **What characteristics do volunteers need?**

- good communication/social skills
- able to work with initiative
- ideally a desktop or laptop computer as it may not be possible to complete all the tasks required on a tablet or smart phone. However if you are keen to take part and do not meet this criterion we will look at the possibility of finding ways around it
- IT skills - able to use common programmes eg: Word, Excel, Pages, Numbers, Zoom and to download software as required
- able to flag up data protection issues
- able to ensure confidentiality where appropriate
- for transcribing, fast accurate typing skills

- for technical help it would be useful to have used audio editing software as we will be unable to provide specialist training in this area

*We are Planning to interview women from a diversity of communities in the city and would like the project volunteers to also represent that diversity*

## **What we can offer?**

Volunteers have opportunities to develop skills in some or all of the following:

- oral history methods
- communication
- use of digital equipment
- data storage and ethics
- introduction to working with sound files
- summarising interviews
- transcription

We provide:

- training as appropriate
- ongoing support
- equipment (digital sound recorders / flash cards / microphones)
- you will need to download Zoom and possibly some free transcription software called Express Scribe from <http://www.nch.com.au/scribe/> if you summarise interviews.

## **How much time will I be expected to spend on the project?**

This is hard to estimate. The expectation is that everyone who completes the training undertakes at least 3 oral history interviews or transcriptions. These may vary in length considerably depending on the person you are interviewing.

If you allow approximately one day per interview including summarising but not transcribing that would probably be about right.

For transcribers it is estimated that the time taken to transcribe will be approximately 3 times the length of the interview itself.

Initially you will need to commit to the training. For people who want to undertake oral history interviews we will be looking at the equivalent of one day's training delivered on line via Zoom and over 2 / 3 sessions. There will be separate training on transcribing which is likely to be half a day. Unfortunately we are unable to provide specialist training for tech support.

## **How long will the project last?**

The project is currently due to be completed on 30th November 2021. However depending on the progress of the pandemic, it may be necessary to ask the Heritage Fund for an extension.

## **Do volunteers receive any expenses?**

HSS is a volunteer led project made possible with public funding from the National Lottery Heritage Fund and it is run by Soroptimist International of Salisbury. We have a limited budget available for volunteer expenses including access costs. We encourage expressions of interest in our volunteer opportunities from people of all backgrounds. Please let us know when you apply if you have any specific access needs and we will do everything we can to make our project accessible.

## **How will Covid19 affect the interview process?**

Traditional oral history interviews are face to face but we realise this may not always be possible in the current climate. We are therefore investigating the possibilities of interviewing via Zoom, Skype or similar or via the telephone.

The challenge is to be able to produce a recording that is acceptable to the archive and this is something we are actively working on.

## **What is the timescale for completing the interviews?**

We will be asking for expressions of interest to be returned by 18th October 2020. Informal interviews will be set up via Zoom during the first two weeks of October with a view to the training taking place in early November. We will aim to finish conducting the oral history interviews by the end of June 2021.

## **How many volunteers are needed?**

Unfortunately we can only train a maximum of 10 volunteers in oral history interviewing initially. It may be possible to train a second group in 2021 but that is not certain at present. It is for this reason that we will be interviewing potential volunteers to ensure they understand the commitment involved.

**If you have read the information above and want to become part of our team, please tell us about yourself on the volunteer expression of interest form. We will be asking for expressions of interest to be returned by 18th October. Following this, informal interviews will be set up via phone/video-call. We aim to deliver the training in Autumn 2020.**

## Contemporary Woman Volunteer Expression of Interest



**Please tell us about yourself.**

**Name:**

**Address:**

**Email:**

**Phone:**

**Which role/s are you interested in volunteering for? (please tick)**

**Interviewer**

**Transcriber**

**Technical support**

**Why are you interested in becoming an oral history volunteer?**



**Please tell us about any previous experience you may have of oral history** (Experience is not essential)

**If you have previous experience of conducting interviews in any setting please tell us about it.**

**Do you consider yourself to be a fast and accurate typist? (for transcribers)**

**Have you any experience of editing sound files? If so what?(for tech support)**

**Are you willing to download free software to work with sound files?**

**Yes / No / need more information (please mark)**

**Are you willing to download a free communication platform such as Zoom or Skype?**

**Yes / No / need more information (please mark)**

**Please tell us about anything that we need to provide to ensure that you can access any meetings / training (e.g. induction loop, wheelchair ramp, large print)**

**Please return this form to [hersalisburystory@gmail.com](mailto:hersalisburystory@gmail.com) by 18th October 2020**

***In line with our commitment to equality and diversity we would like to invite you to complete an optional anonymous monitoring form which can be accessed here***

<https://www.surveymonkey.co.uk/r/KTQVDPV>



## **Information about Historic Women research volunteering**

**T**hank you for finding out about becoming one of our volunteer researchers for the historic women part of the project. For this part of the project we are researching women who have lived in and experienced Salisbury in the past, or had some kind of impact on the city (for example, social, cultural, historic, economic, etc.). The information collected will be published on the project's website and deposited into the Wiltshire and Swindon History Centre (WSHC) archive, thereby creating resources which we can share within our community and beyond. The historic research volunteers are a key part of the Her Salisbury Story project and will ensure that women's stories are made accessible to the public.

### **How are volunteers involved?**

Following training (if appropriate), volunteers will be asked to write 300-word profiles of women they are researching and to find an accompanying image that can be published alongside it. We anticipate that most of the work could be done at home from the volunteer's own computer, but it may be necessary to visit local archives and libraries.

Volunteers will be asked to complete the following tasks:

- Researching using primary and secondary research resources
- Providing source information
- Ensuring copyright compliance
- Obtaining permissions for the use of images

We provide:

- Training (as appropriate)
- Ongoing support

### **What characteristics do volunteers need?**

This volunteer role would suit you if you have an interest in local and social history and if you enjoy researching, reading and writing, as you are likely to be spending extended amounts of time reading materials on a screen or on paper, as well as writing in your own words. You would mainly be working by yourself from home, but the workstream leads could guide you and assist you with any questions.

It would be desirable if you had some previous experience of doing local history research or using primary resources for family history research (for example, parish records, the census, directories, newspapers, electoral records, wills, divorce cases, etc.), or a relevant educational qualification.

**However this is not essential, as we have funding to train a set number of volunteers in historic research techniques.**

It would be preferable for volunteers to have the following skills:

- Able to work with initiative
- Methodical and organised
- Good communication skills
- Clear writing skills
- Ability to summarise information drawing out relevant points
- Ability to adhere to deadlines
- Basic IT skills - able to use common programmes e.g. Microsoft Word, Google Docs, Excel, Zoom or Skype, and to download software as required.

### **What equipment do volunteers need?**

You will need access to a computer with an internet connection, and an email account. It is likely that you might also need a device with a camera that can allow you to participate in video meetings (e.g. a computer with a camera, a tablet or a smartphone).

### **How much time will volunteers be expected to spend on the project?**

It is hard to estimate a specific amount of time, as time spent on this will depend on time available and the depth of research you are prepared to undertake. For researchers who have undertaken training, ideally we would expect them to research and write up at least 4-6 profiles (this number may change depending on the project's requirements). It is important to note that there is a substantial amount of work involved in writing a profile, which would include obtaining access to resources, research, writing, and obtaining permissions for images. The timings may also be impacted by any restrictions put into place because of the pandemic. The total amount of time spent on the project will include time spent on undertaking training, research, writing, and obtaining permissions for images.

You will be given deadlines by which the research will need to be completed and written up, so that there is enough time for quality checks and editing/proofreading. This type of work is likely to be flexible enough to fit around other commitments. If you are no longer able to complete the research, or you need to drop out of the project, we would ask you to let us know in good time so that it could be delegated to someone else.

## **How long will the project last?**

We will aim to finish conducting the research and writing in the first half of 2021 to allow time for reporting and dissemination. The project is currently due to be completed in November 2021, however depending on the progress of the pandemic it may be necessary to extend the project.

## **Do volunteers receive any expenses?**

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## **What's next?**

If you have read the information above and want to become part of our team, please tell us about yourself on the volunteer expression of interest form. We will be asking for expressions of interest to be returned by **18th October**. Following this, informal interviews will be set up via phone/video-call. We aim to deliver the training in Autumn 2020.

## Historical Women Volunteer Expression of Interest



**Please tell us about yourself.**

**Name:**

**Address:**

**Email:**

**Phone:**

**Why are you interested in becoming a volunteer for the historic women part of the project?**

**Please tell us about any previous experience you may have of local history research, or any other historical research (This may be family history research, or an educational qualification). Please note: experience is not essential, as training will be provided.**

**Are you willing to download a free communication platform such as Zoom or Skype?**

**Yes / No / need more information (please mark)**

**Please tell us about anything that we need to provide to ensure that you can access any meetings / training (e.g. induction loop, wheelchair ramp, large print)**

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