

Research Volunteer Role Description

Melksham Remembers Community Project



Volunteer role title:	Research volunteer – <i>Melksham Remembers</i>
Responsible to:	Project Coordinator - <i>Melksham Remembers</i>
Hours and time frame:	<i>Melksham Remembers</i> Project runs until November 2018 Main period of activity likely to be from October 2017 – April 2018 Hours to suit the volunteer's
Location/work space:	<ul style="list-style-type: none"> • At home • Wiltshire & Swindon History Centre • Other libraries and record offices depending on area of research
Purpose:	<p>To explore stories of Melksham and the surrounding district related to the First World War 1914-18</p> <ul style="list-style-type: none"> • people who fought • those at home contributing to the war effort • locations used for the war effort • events related to the war effort <p>The results of the research will help create a digital archive of Melksham and surrounding district and its contribution to the First World War at home and abroad and to a mobile exhibition and a WWI themed walking/tour trail of Melksham and District</p> <p>Parishes included are: Atworth, Broughton Gifford, Melksham, Melksham Without, Steeple Ashton, Bulkington, Keevil, Great Hinton, Poulshot, Semington and Seend</p>
Tasks:	<ul style="list-style-type: none"> • Explore various digital and paper records on-line and at record offices such as the Wiltshire and Swindon History Centre, Chippenham and elsewhere as relevant. • Record information on project database
Skills/qualities required:	<ul style="list-style-type: none"> • Computer literate • Interest in WW1 and Melksham • Methodical and careful • Be able to work in a small team and on your own
Support/training provided:	<ul style="list-style-type: none"> • Induction for all volunteers involved in the <i>Melksham Remembers</i> project • Training by staff of the Wiltshire and Swindon History Centre on how to access records • Regular contact with the project team
What we expect from volunteers:	<ul style="list-style-type: none"> • Maintain good working relationships with staff and other volunteers and members of the public • Attend appropriate training and learn about the project <i>Melksham Remembers</i> • Be reliable in attendance • Share all information discovered with the project team
Other information:	<ul style="list-style-type: none"> • Volunteers may be reimbursed for travel costs between home and volunteering location