

<i>Title</i>	Oral History Volunteer
<i>Report to</i>	Siobhan Goodwin – Community Engagement Manager
<i>Key internal contacts</i>	Gemma Palmer Community Engagement Assistant and Siobhan Goodwin
<i>Purpose of role</i>	To record memories of key people who have lived, visited, worked or volunteered here over the years.
<i>Key tasks – What the Palace Trust expects from Oral History Volunteers</i>	<p>Recording important memories</p> <ul style="list-style-type: none"> • Follow guidance on conducting / observing interviews • Take reasonable care of recording equipment • Sign a confidentiality agreement • Be prepared to learn about all aspects of the work, recording, interviewing, editing and transcribing. <p>Training and Development</p> <ul style="list-style-type: none"> • Attend training (including induction and safeguarding) • Develop knowledge of the Palace as a whole. <p>Anticipated time contribution</p> <ul style="list-style-type: none"> • Ideally a regular contribution of at least 4 hrs per fortnight <p>Dress code</p> <ul style="list-style-type: none"> • Oral History Volunteers should be dressed in presentable/smart casual attire.