



Save and Sound Volunteer Profile – Digital Volunteer / Website Editor

About the Project

[Save and Sound](#) is an oral history and heritage project that has been set up by the Credit Union Foundation to make sure that the early days of credit unions in Britain are not forgotten. The project is funded by the National Lottery Heritage Fund and has been made possible by money raised by National Lottery players. It will run until October 2021.

This phase of the project will focus on credit unions in the north of England. The Credit Union Foundation aims to extend its work across the country in the future.

The interviews will become part of the national oral history collection cared for by the British Library, where they will be available to generations of researchers. A new website will host interview clips, photos and other material collected from credit unions and digitised by volunteers.

By collecting and sharing the unique personal memories of a diverse range of credit union pioneers, and hosting a variety of events, [Save and Sound](#) will help many more people learn about the history and heritage of British credit unions.

Please read the role profile below and apply to abbie.shelton@creditunionfoundation.org.uk setting out

- where you are based and what area you can travel within
- why you would like to be involved and
- what skills and qualities you can bring to the project

Job Title – Digital Volunteer / Website Editor

Closing Date: Friday 13th November 2020

- **Objectives of Role**
 - You will be one of a small team making sure that the website is populated with a range of photographs and other material from credit unions and trade association.
- **Tasks and Activities**
 - Take part in training to use the back office of the new website, and digitise and catalogue material.
 - Prepare digital copies of photographs and other materials for upload to the website
 - Enter accurate details about the material into the catalogue for the archive
 - Work in line with copyright and GDPR guidelines.
 - Opportunities to get involved in events and other activities such as the development of an online course and toolkit for further oral history collection.



- **Location and Time Commitment**

- The initial training is likely to take place online. This will happen once the website is ready for population and is likely to be from December 2020 or January 2021.
- The volunteering may take place at the ABCUL Head Office, should it be safe to do so. Or, depending on the equipment that the volunteer has, may be able to take place at their home or office. There may be opportunities to carry out digitisation work in other locations – e.g. credit unions.
- Time commitment to be discussed; will be flexible to fit in with other commitments.
- Monthly update meetings (maximum one hour) will take place online, but attendance will be voluntary.

- **Reporting and support**

- You will report to the Oral History Project Manager, who will support you with any queries or concerns.
- All out of pocket expenses will be paid.

- **Skills and qualities needed**

We are looking for people who:

- Have an interest in credit unions
- Have good attention to detail and a good standard of literacy.
- Are reasonably confident with IT and technology (all training will be given)
- Can deal with information in a sensitive way and respect confidentiality.
- Are happy to work on their own and seek support when needed.

Save and Sound wants to ensure that the team reflects the diversity of the sector and is keen to encourage applications from young volunteers who do not have experience of credit unions in the twentieth century and volunteers from varied cultural, social and ethnic backgrounds.

If you have any questions about the project, or if there are any reasonable adjustments we could make to ensure this role is accessible to you, please contact Abbie Shelton on 07498 928188 or at abbie.shelton@creditunionfoundation.org.uk

**To apply, please contact Abbie Shelton –
abbie.shelton@creditunionfoundation.org.uk by 13th November 2020,
setting out why you would like to be involved, where you are based and
what area you can travel within and what skills and qualities you can bring
to the project.**