



Devon Development Education
The Global Centre
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'Telling Our Stories: Finding Our Roots: Devon's Multi-Cultural History' Project Admin Volunteer.

Post title: Project Admin Volunteer

Requested by: Devon Development Education, Registered Charity no. 1102233

Supervision and Support: 'Telling Our Stories in Devon' Project Co-ordinator

Hours: 7.5 hours, over 1 or 2 days per week. Hours during school holidays can be flexible.

Location: Devon Development Education, 17 St David's Hill, Exeter, EX4 3RG.

This is a volunteer, unpaid post, for 15 months, from mid-July 2019

Job Purpose: To provide admin support to the Project Co-ordinator for DDE's 'Telling Our Stories: Finding Our Roots: Devon's Multi-Cultural History', which is a project funded by the Heritage Lottery Fund, part of the National Lottery.

Main duties and responsibilities

- To work with the Project Co-ordinator to carry out this project.
- To support the Project Co-ordinator to establish and maintain appropriate project systems, including paper documents required for permissions, feedback and expenses forms are available to volunteers and used appropriately
- To ensure feedback and evaluation forms are collated and kept secure.
- To carry out other appropriate tasks for the project as required.

Person specifications: essential:

- A clear empathy for, and understanding of, issues facing people from Black, Asian and Minority Ethnic (BAME) backgrounds and migrants to the UK and/or Devon.
- Excellent admin and computing skills.
- Good time-management skills, ability to work on her/his own initiative, self-motivated.
- A Disclosure and Barring Service check, or willingness to have a check made.
- Good inter-personal skills. A good communicator, with a friendly personality.
- Trustworthy and honest.

Person specifications: desirable:

- Knowledge of one or more of the 3 towns (Tiverton, Okehampton or Bideford).
- Familiarity with social media.

Selection process: we will respond to all applications.

- Provide your CV and a letter explaining why you wish to be considered for this post.
- Please include details of two referees, not family members.

Please email your application to the Co-ordinator at dde@globalcentred Devon.org.uk.

To discuss this project and post, please email us to arrange a time to meet. Summary of the project is given below. **There is no closing date for applications.**

Telling Our Stories, Finding Our Roots. Devon's Multi-Cultural History.
A project of Devon Development Education, funded by the Heritage Lottery Fund.
Summary of the Project.

'Telling Our Stories, Finding Our Roots – in Devon' project will focus on the Black, Asian and Minority Ethnic (BAME) history of Tiverton, Okehampton and Bideford, hearing the stories of BAME elders who have settled in these towns and also the stories of recent arrivals. Supported by the overall Project Co-ordinator, the Community Heritage Co-ordinators will work with the museum and community groups in each town. They will recruit a small team of volunteers, aiming for 50% BAME, to carry out the research. The project will conduct 2 types of research – oral history with residents and researching the BAME history of the town, using local archives and the internet. The project will provide training for staff and volunteers in research methods and also in story-telling, to equip the volunteers with the skills to tell the stories they have discovered to a wide audience.

The outputs from the project: stories, interviews and research will be posted on a new 'Telling Ours Stories – in Devon' website, building on the existing www.tellingourstoriesexeter.org.uk, and linked to the towns' museums' websites; a public event will be held in each town, where the stories will be told; teaching and school resources will be developed.

Aims of the project:

- To understand and celebrate the BAME history of these 3 Devon towns and share this with non-BAME residents.
- To share stories of arriving and living in these towns, in the county of Devon
- To build the confidence and skills of BAME individuals, young and old, especially research and story-telling skills
- To record the stories and research, making them available to all; and to mark the project in a public and visual fashion in the 3 towns.
- To use this project and these methods to help build community cohesion in these towns.