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through the Heritage Lottery Fund



## JOB DESCRIPTION

Job Title: Oral History Project Worker: (18 month contract)

Grade: 21 hrs per week, NJC Scale 29, £15,203pa incl. OLW (This post will require some out for hours working)

Holidays: 25 days per annum pro-rata, plus public holidays

Based at: 283 Broadway, Bexleyheath, Kent DA6 8DG (Mind Offices) and other locations throughout the Borough of Bexley.

Responsible to: The Director of Mind in Bexley

Accountable to: Board of Trustees of Mind in Bexley

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### Job Context

The Heritage Lottery Fund (HLF) has awarded a grant of £49,800 to fund Mind in Bexley's oral history *Minding Histories* project. *Minding Histories* will work with individuals and communities to record the testimonies of up to 60 individuals from BME groups including the Vietnamese, Chinese, Bangladesh, Indian, Russian, Polish and Irish communities who reside in the London Borough of Bexley in order to explore the resettlement heritage of these communities. The project will focus on the resettlement

experiences and its related impact on mental health since 1950/60's. The impact (contributing to mental health problems) can be wide ranging but we will focus on discrimination and racism, poverty, isolation and stigma. Tape and video recorded interviews will be carried out with individuals from these communities who are experiencing , or have experienced, mental ill health/distress, including those who were residents of the now demolished Bexley Psychiatric hospital. The project will also work with the Mind in Bexley art group and a local theatre group who will undertake a performance drama based on interview data. The data from the oral testimonies will be archived at Bexley Museum and exhibitions will be held throughout the borough. We will also develop an interactive website which will encompass interview extracts, a short background history of migration to the area and photographs which will offer an education about the past lives and times of this intriguing outer London Borough.

This project is rooted in the cultural heritage of different and often under-represented BME groups in the London Borough of Bexley. It will benefit their heritage by accessing and recording the untold experiences, stories and histories of these significant community groups. The project will enable the local community to be involved in a very direct way in the recording and celebration of their history. It will provide opportunities for direct and active learning by members of the community as 20 local volunteers will be trained and supported in how to use oral history as a resource, benefiting all the participants and enabling the wider community to have a better understanding of heritage

The scheme will provide a bridge and link between groups or persons of different cultural backgrounds to effect change. The scheme also intends to result in a celebration of diversity by raising the profile of the different home cultures present in Bexley and works to aid and improve the integration process and social cohesion. There are also significant educational benefits in respect of social inclusion and health agendas as the project will give people with experience of mental distress the confidence to challenge discrimination and speak out about their experiences and will aim to generate awareness in public attitudes towards mental health and migration. Minding Histories therefore aims to educate and influence the behaviour of others, and

to ensure that the heritage and resettlement experience is unlocked for the benefit of all. This is also particularly important for those who develop and implement policy, the unique insights the project will provide should benefit those wanting to ensure services are culturally appropriate. The project will also work to conserve, enhance and interpret personal memories, artefacts, and records and therefore bring value to the quality of life of participants, volunteer interviewers and the wider community. The website, drama performance and exhibition and the support of Bexley Museum will look after the heritage and act as a point of access for the general community in Bexley to celebrate and take an interest in their heritage.

For further information, please email David Palmer, Director Mind in Bexley

[dpalmer@mindinbexley.org.uk](mailto:dpalmer@mindinbexley.org.uk)

## **Minding Histories: Oral History Project Worker**

### **JOB PURPOSE**

- To collect, document and interpret oral histories related to Minding Histories themes.
- To recruit, train and supervise and support a team of volunteer oral history interviewers

### **DUTIES AND RESPONSIBILITIES**

1. Work with the Director to deliver the specified outcomes of the project.
2. Recruit and train volunteers from BME communities in order to undertake oral testimonies based on the themes of the project
3. Develop an oral history training programme for volunteer interviewers.
4. Co-ordinate the work of volunteer oral history researchers.
5. Supervise, monitor and support Oral History Volunteers in order to achieve agreed standards and targets within the specified time and budget, and to maintain effective working relationships.

6. Set up, record, document, transcribe, edit and archive oral history interviews with the Bexley Heritage Museum and other outlets.
7. Identify opportunities to enhance the value of the oral histories through the collection of related objects, images and archives.
8. Contribute to the development and delivery of a programme of temporary and travelling exhibitions that make people's stories accessible to wider audiences.
9. Work with the stakeholder group to ensure their effective input into the project.
10. Contribute to the ongoing evaluation of the project.
11. Liaise with project partners and funders to ensure co-ordination and effective input into the project.
12. Commission contract workers and artists and theatre groups to deliver creative interpretation projects with the user and stakeholder groups as the project develops.
13. Work with the Director to oversee the development of a website based on the project.
14. Develop existing static displays to integrate audio-visual information developed and uncovered as a result of the project.
15. To ensure that reasonable care is taken at all times for the health, safety, and welfare of yourself and other persons and to comply with the policies and procedures relating to health and safety.
16. To work with the Director to secure additional funding.

Team work

17. To have a team work approach and be flexible and adaptable to the needs of the organisation in order to provide a quality service to all of its service users.
18. To attend regular Mind in Bexley Staff and Diary Meetings and act upon decisions agreed there.
19. To attend regular Supervisions individually with the Director of Mind in Bexley.
20. To attend the Steering Group meetings

21. To participate in training programmes and attend courses, seminars or conferences as agreed with the Director and/or Steering Group.

Other

22. To undertake other such duties consistent with the post, as jointly agreed between the post holder and Mind in Bexley and/or the Steering Group.
23. To at all times deliver the service in line with and adhere to Mind in Bexley policies and procedures.

*KNOWLEDGE, SKILLS AND EXPERIENCE*

**Qualifications**

Essential

- Educated to degree level or equivalent, preferably in history, migration or another relevant subject.

Desirable

- Post-graduate qualification in migration, mental health, or heritage studies

**Experience and Knowledge**

Essential

- Knowledge of key issues in oral history practice including ethics
- Good working knowledge of relevant computer software (MS Word, MS Excel, audio editing software, Adobe Photoshop)
- Good knowledge of professional standards, current research and 'best practice' in research collections management and interpretation
- Good working knowledge of BME communities and mental health

**Competencies**

The post-holder must be able to demonstrate the following:

- Ability to work with and manage community volunteers
- Good understanding of different audience groups and how collections can be made widely accessible.
- Ability to plan effectively, for self and others, and deliver to deadlines.
- Effective analysis of day-to-day problems and data, together with the ability to interpret this appropriately and communicate/present this to different audiences.
- Ability to lead achievement of team targets.
- Strong team working skills demonstrating sensitivity to others' views and ability to show consideration and empathy.
- Clear and concise communication skills..
- Ability to work within a changing environment and maintain a positive outlook in the face of pressure.
- Ability to demonstrate the Mind in Bexley values with a high level of commitment to the organisation.
- Application of technical expertise at a moderate level or willingness to attend training.

**Closing date for return of completed and applications is: 5pm Monday 12<sup>th</sup> January 2009.**