



Volunteering Role Description

The Records and Testimonies of the South Wales Jewish Community

Jewish History Association of South Wales has been awarded grants from Heritage Lottery and Jewish Historical Society of England to research, preserve, and make publicly available the records and oral histories of the Jewish communities in south Wales.

Oral History Transcription Volunteer

The role will involve:

This role is suitable for a person interested in oral history, social history, local heritage, archives/museums/libraries.

The aim of the role is to transcribe and summarise the oral histories collected from the south Wales Jewish communities.

The tasks will include:

- Transcribing the recorded interviews and summarising the content;
- Selecting the audio clips.

Skills required:

Essential:

- Organised, reliable, and able to deliver a task to a set deadline;
- Attention to details;
- Excellent command of English;
- Willingness to learn and improve your skills.

Desirable:

- Interest in history and heritage.

What you will gain:

- Training in oral history transcription;
- The opportunity to develop and learn new skills;
- Chance to meet other people and improve your confidence and communication skills;
- Improving your CV and enhancing your employability;
- A reference from JHASW (on delivery of the task).

Additional information:

Location of opportunity: the work can be carried out from our office in Cardiff or from home.

Start date / Month: 01/09/2018

Hours: You are expected to commit at least **5 hours per week** to the project.

Travel Expenses: Out of pocket expenses reimbursed.

Pay: Voluntary work.

For application pack and/or more information, please contact: Klavdija Erzen, Project Manager,
klavdija.erzen@jhasw.org.uk, 0797 211 3952.