



**Job Description**

<b>Job Title:</b>	Oral History Project Manager
<b>Reporting to:</b>	CEO
<b>Responsible for:</b>	Freelancers, Visitors and Volunteers
<b>Working with:</b>	Centre Manager, Finance Manager and Services Manager
<b>Hours:</b>	22.5 hours pw (3 days per week 9-5 or school hours if required)
<b>Salary:</b>	Full time salary - £29,932.50 p/a (@ £15.35 per hour) Pro rata 22.5 hrs per week - £17,959.50 p/a
<b>Annual leave:</b>	25 days per annum pro-rotata based on 37.5 hours
<b>Place of work:</b>	Sunlight Centre
<b>Period of contract:</b>	Fixed-term 12 month contract

**Aims of the post**

Using money raised by National Lottery players, The National Lottery Heritage Fund supports projects that connect people and communities with the UK’s heritage. The 120th Birthday Oral and Art History Project is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we have been able to create a therapeutic arts heritage project to improve residents’ creative health by celebrating the stories of people associated with our historic building, from former laundry workers to the campaigners who saved it from demolition, through collaborative creative activity..

The reflective history project will culminate in an exhibition hosted in our community hall, which will then tour local libraries and public events. A key legacy of the project will be a large permanent mural to inspire future generations and the growing number of people moving into Medway, including students, migrants, and those relocating from London. Via this mural, they will gain insight into the building’s history and be inspired by the stories of the people who worked here and in the surrounding area.

An Oral History Project Manager plans, implements, and oversees initiatives to record, archive, and showcase personal stories, often focusing on community heritage, social care, or military history. Key duties include managing project budgets and timelines, training volunteers in interviewing techniques, ensuring ethical compliance (consent/data protection), and producing tangible outputs like exhibitions, websites, or soundscapes.

## Key Responsibilities

- **Project Planning & Strategy:** Define project goals, timelines, and budgets, particularly in compliance with funders like the National Lottery Heritage Fund.
- **Interview Management:** Coordinate the recording of life stories, often conducting interviews or supervising external interviewers.
- **Volunteer & Staff Training:** Recruit, train, and support creative health volunteers in ethical and high-quality oral history techniques.
- **Archive & Curation:** Ensure recordings are properly catalogued, transcribed, and deposited in Medway archives at the end of the project.
- **Community Engagement:** Partner with local schools, community groups, and cultural institutions to promote engagement and share findings.
- **Dissemination:** Create outputs such as digital archives, a mural and public exhibition in our community hall which will be donated to Medway Archives at the end of the project.

## Core Competencies

- **Experience:** Proven experience in designing/delivering oral history or heritage projects.
- **Technical Proficiency:** Knowledge of audio recording equipment, editing software, and digital archiving standards.
- **Project Management:** Strong planning, budgeting, and reporting skills.
- **Interpersonal Skills:** Empathy and the ability to work with diverse community members, particularly when dealing with sensitive, traumatic, or personal experiences.
- **Knowledge:** Understanding of GDPR, creative health and ethical guidelines for oral history.

## General

1. Attend all supervision sessions or notified meetings where relevant and participate constructively in team meetings and to engage positively in regular support and supervision.
2. Complete all mandatory training and maintain up-to-date knowledge of Sunlight policies and procedures.
3. All employees have a responsibility and a legal obligation to ensure that information processed is kept accurate, confidential, secure and in line with the Data Protection Act (1998) and Security and Confidentiality Policies.
4. Challenge the inappropriate behaviour or conduct of visitors to the site, in line with the Trust's values and ethos and ensuring Health and Safety procedures are by all building users.
5. Be aware of and take responsibility for reporting health and safety issues on site, faulty equipment, incidents and taking remedial action to ensure the security and safety of building users.
6. Promote Sunlight Development Trust and its services as an ambassador, encouraging financial donations or raffle prizes to support our charitable activities.
7. Be prepared to undertake the role of Fire Warden and First Aider (for which training will be provided) and relevant health and safety duties as required.

## Person Specification

	Essential	Desirable
Qualifications	<ol style="list-style-type: none"> <li>1. Educated to Degree standard or equivalent, including History, Maths and English.</li> </ol>	<ol style="list-style-type: none"> <li>1. Prince 2 Project Management.</li> </ol>
Experience and skills	<ol style="list-style-type: none"> <li>1. Strong organizational and administrative skills.</li> <li>2. Excellent interpersonal and communication skills to work with diverse individuals.</li> <li>3. Understanding of ethical considerations in oral history and personal data handling.</li> <li>4. Knowledge of historical research and archival practices.</li> <li>5. Ability to promote and engage diverse audiences with the project with empathy and sensitivity.</li> </ol>	<ol style="list-style-type: none"> <li>1. Good IT skills including Microsoft Office packages</li> <li>2. Experience of working or volunteering in a community centre, charity or archives</li> <li>3. Experience of supervising volunteers.</li> <li>4. Experience of social media and marketing engagement</li> </ol>
Other	<ol style="list-style-type: none"> <li>1. Able to work the service opening hours required by the needs of the charity.</li> <li>2. Flexibility to cover for other shifts, as required.</li> <li>3. Positive attitude with a 'can do -will do' approach to assist others when busy.</li> <li>4. Be willing and able to undertake formal and on the job training linked to the activities of this role including online induction training.</li> <li>5. Able to act on own initiative and seek guidance when required, successfully resolving and completing activities.</li> </ol> <p>An EDBS check will be conducted for this role.</p>	<ol style="list-style-type: none"> <li>1. Knowledge of mental health and wellbeing</li> <li>2. Knowledge of safeguarding</li> </ol>