



Volunteering opportunities with *Know Your Place West of England*

Know Your Place West of England is an ambitious digital mapping project covering Gloucestershire, Somerset, Wiltshire and the former Avon area. It provides unprecedented online access to historic maps and heritage information of the region, building a rich and diverse community resource of local heritage for everyone. The project runs until June 2017 and expands on the very successful *Know Your Place Bristol* website (<http://maps.bristol.gov.uk/kyp>). The project is funded by the Heritage Lottery Fund, with generous match funding and support from local authorities and heritage groups in the region.

Help us to run a successful series of events

We are working with a number of museums, archives, and cultural and heritage centres across the region to organise and host a series of community events targeted at local interest groups and the public. This will take place in the form of Know Your Place roadshows and family activities which encourage the public to use Know Your Place and invite them to bring along their photographs, memories, pictures, documents and interesting stories that can be digitised and mapped onto Know Your Place.

We are recruiting events volunteers to help run and support these events across Gloucestershire, Bristol, Bath, Somerset and Wiltshire. Work will involve travelling to the event venue but you can choose which events would be easier and more convenient for you to attend. Tasks will include setting up and clearing down at the end, showing people how to use Know Your Place, discussing local history and heritage with members of the public and being involved with the general running of the event.

What is required of an events Volunteer?

Volunteers will need:

- Knowledge and enthusiasm about using Know Your Place for local history research
- moderate IT competence, e.g. using the internet
- ability to assist in safely moving and lifting chairs and tables, boxes, digital equipment
- to be comfortable talking and interacting with a wide range of members of the public, including children, family groups and venue staff / volunteers
- ability to travel independently to the heritage venue where they will be working
- to have an awareness of the history and knowledge of the local area is preferable but not essential.

Our events are the opportunity to tell others about Know Your Place and encourage them to try out this great heritage resource that is mapping their area. Our event volunteers need to be friendly, enthusiastic, willing to help out and happy talking to people about their local area, its history and its heritage! We plan to run a series of events on weekday and weekend daytimes from February to June 2017. Volunteers will need to be available to volunteer on selected event dates.

Where would I be volunteering?

Volunteers will be volunteering at different venues and locations across the region. This includes libraries, museums, heritage centres and other community buildings.

This is an unpaid voluntary role. Travel expenses for attending events will be reimbursed.

How do I find out more?

See overleaf for a detailed description of the role. For more information and to apply, contact: Alice Millard, Assistant Project Officer, kypwestofengland@southglos.gov.uk

Detailed Role Description – Events Volunteer

What will I be doing?	<ul style="list-style-type: none"> • Helping to set up and pack away for an event. This could include moving tables, chairs and digital equipment, lifting and carrying, arranging a table, putting out signs or banners etc. • Support the overall running of the event, telling people what Know Your Place is and what the event is/is aiming to do (full details will be provided). • Talking to a wide range of people including children, family groups and members of the public. • Helping members of the public to use Know Your Place on a computer or laptop e.g. how to search for a location and explore different basemap layers. • Sometimes the role will also include adding new records to Know Your Place using the material that people bring in. • Give feedback and evaluation of events to project staff (form will be provided)
How long will it take?	<ul style="list-style-type: none"> • Our roadshow events are usually 3-6 hours long but times can vary. Some are in the morning and some are afternoon sessions and shift work is an option.
What skills/ experience do I need?	<ul style="list-style-type: none"> • Standard computer skills: loading Know Your Place from a computer and being able to use it confidently. • Experience navigating Know Your Place map, zooming in and out, and identifying locations relating to collections record. • <i>Other tasks will include talking to people about local history and heritage and help support the overall running of the event!</i> • An interest in local history and historic maps.
What tools will I need for the task?	<ul style="list-style-type: none"> • We will provide any necessary equipment that you may use at the events such as a laptop or computer
How much time do I have to commit?	<ul style="list-style-type: none"> • We are hoping to build up our program of events to put on 2-4 events a month from February 2017 to June 2017. For some of which, the dates and times are to be confirmed. • There is no set time to commit. It is up to you whether you would like to help for a one-off couple of hours or become a regular events volunteer.
What support is provided?	<ul style="list-style-type: none"> • Supervision and informal conversations on your availability, confidence and progress as an events volunteer with Know Your Place or partner venue staff. • You are part of a wider Know Your Place volunteering community, and can share your experience, tips and questions on our Volunteers Forum. • Regular project updates on the Volunteer mailing list.
What are the benefits of the role?	<ul style="list-style-type: none"> • Meeting new people in your local community. • Being part of a friendly team that are passionate about local heritage. • Learn how Collections material is digitised and shared online. • Work alongside heritage professionals and other local volunteers. • Opportunity to assist with other volunteering roles in the project. • Support local heritage groups contributing material to Know Your Place. • Improve your understanding of the heritage of your local area.
How do I get involved?	<ul style="list-style-type: none"> • For more information and to apply to this role, contact: Alice Millard, Assistant Project Officer, kypwestofengland@southglos.gov.uk