



**PROVAN HALL COMMUNITY MANAGEMENT TRUST**

**Volunteer Role Description**

Role Title:	Volunteer Heritage Researcher
Responsible to:	Community Engagement and Volunteer Coordinator
Where (Location):	Provan Hall, Auchinlea Road, Glasgow, G34 9PQ
Time commitment:	Part-time, flexible, to be agreed with Volunteer Coordinator
Role description:	<p>Provan Hall Community Management Trust is looking for volunteers to research the history of Provan Hall, a late medieval building that has recently undergone a £2m restoration, and the local Easterhouse area. This research may be used in heritage publications (print, digital, leaflets, guidebooks etc.), tour guide scripts, and/or for exhibitions, activities and promotion of Provan Hall.</p> <p>This research aims to provide engaging, accessible, accurate interpretation that informs the public, schools and private groups about the history of Provan Hall.</p> <p>The Trust aims to support volunteers to gain new skills, knowledge, experience, and meet new people. The role is flexible.</p> <p>The Trust provide training and cover reasonable volunteer travel expenses</p>
Main tasks:	<p>Can include one or more of the following depending on volunteer interest and availability:</p> <ul style="list-style-type: none"> <li>• Research the history of Provan Hall and the surrounding area</li> <li>• Pull together accurate information from research resources into a manageable form</li> <li>• Keep track of sources for information and images</li> <li>• Keep track of copyright regarding images</li> </ul> <p>And/or</p> <ul style="list-style-type: none"> <li>• Prepare tour guide script material</li> <li>• Prepare material for digital publication</li> <li>• Prepare print publication material</li> <li>• Prepare material that could be put to a range of uses including for activities, promotion etc.</li> </ul>



Qualities required for this role:	No qualifications or previous experience is required. Valuable qualities for the role include an interest in local history, the ability to tell apart accurate and false/unreliable information and written English communication skills.
Training and support available:	The Trust will provide an induction, training, some research materials, and will cover reasonable travel expenses where travel to and from Provan Hall is required.
PVG or other Disclosure checks required for this role:	Unlikely. Only necessary if doing regular work with protected groups.
Extras/benefits of volunteering in this role	Learn, meet new people, build skills, experience and confidence, and increased wellbeing through community connection.
Recruitment process:	This will involve an informal interview and interview questions will be sent out in advance so there are no surprises!
Date role created:	16.11.2022