

Volunteer Role Profile

Healey Motor Company Oral History Interviewer Warwickshire County Record Office

The archive of the Warwick Healey Motor Company is being catalogued and conserved at the Warwickshire County Record Office. With the help of a team of volunteers, oral history interviews with former employees and Healey owners and enthusiasts are being carried out. The project is supported by the Heritage Lottery Fund, the Arts Council and private donations.

Aim of the project

To capture people's personal memories of the company, and of key events in its history. These memories will help to bring the documents and photographs to life and add a new dimension to the archive.

Purpose and responsibilities of the role

To meet with potential interviewees (as agreed with the project team) and to conduct oral history interviews recording their stories for the archive. Specifically:

- Arrange and carry out oral history interviews with ex-employees of the Healey Motor company and other people with an association or interest in the company.
- Hold initial conversations with potential interviewees to establish areas of interest.
- Be familiar with themes to be covered in interviews and oral history question techniques.
- Record the interview on digital audio recording equipment.
- Collect and return equipment.
- Liaise with the Healey Project coordinator and the Record Office team.
- There will also be the opportunity to transcribe your interviews.

Where?

The project is based at the Record Office in Warwick. Interviews will be at the interviewee's home, at the Record Office or at another suitable place.

Time commitment?

We would like you to do at least three interviews, each one could last for 1 to 2 hours. You will also need to set up the interview, collect the equipment and travel to the interview location. (Many interviewees live in the Warwick area.) We expect the

project to last until the end of 2016. You can also transcribe your interviews if you wish and have time.

What skills are needed?

- Good communication skills and a friendly, open manner.
- An interest in talking to people, also the ability to listen and encourage people to share their stories.
- The ability to analyse the story and identify the need for further questions.
- Willingness to travel.
- Sensitivity towards any personal information that may be disclosed and ability, if necessary, to maintain confidentiality.
- Interest in the history of motor cars.
- The ability and confidence to learn and use digital audio recording equipment.

You will:

- have training for the role
- join a supportive and friendly team of staff and volunteers
- be part of an exciting project that will benefit anyone interested in the Healey Motor Company and the history of Warwick

Additional notes:

Recruitment process	Registration form and informal interview
Character references	Please provide us with the name of two people you have known for at least one year, not family members
Age restrictions	18 years and above
Disability access	The Record Office is fully accessible
Expenses	Mileage and parking to £10 per day with receipts
Induction and Training	A full training programme will be organised
Other	You will become a member of our Supporter scheme with a programme of events and other benefits
More Information	Rachael Marsay, CRO Volunteer Projects Coordinator rachaelmarsay@warwickshire.gov.uk Sarah Hann, HCW Volunteer Coordinator sarahhann@warwickshire.gov.uk tel:(01926) 736422 http://heritage.warwickshire.gov.uk/warwickshire-county-

	<u>record-office/county-record-office-projects/warwick-healey-motor-company/</u>
--	--