

# Role Profile

<b>Role title</b>	<b>Oral History Project Coordinator</b>
<b>Responsible to</b>	Executive Director
<b>Responsible for</b>	Volunteers, Sessional Worker, student placement
<b>Hours per week</b>	<b>12 hours</b> per week (part-time) to be worked flexibly
<b>Salary</b>	£26,000 (pro rata, based on a 36-hour week)
<b>Funder</b>	This fixed term 15-month post is funded by the National Lottery Heritage Fund

## About Lavender Menace Queer Books Archive

The Lavender Menace Queer Books Archive has grown out of Scotland's first LGBT+ bookshops, Lavender Menace (1982-87) and West & Wilde (1987-97). They sold what we now call queer books – by, about or for LGBT+ people – at a time mainstream bookshops would not stock them. The bookshops also provided openly queer meeting places, where LGBT+ people were able to connect and felt affirmed and welcomed.

Bob Orr and Sigrid Nielsen, the owners of the original Lavender Menace Bookshop, in 2019 founded the Lavender Menace Queer Books Archive to keep this valuable LGBT+ book heritage alive, and share it with the community. Through its amazing collection of books, the archive tells the story of queer people's resistance, and the rise of what is now known as 'queer pride'. These books told the stories of queer lives; they were written honestly and positively for the first time, and they changed lives.

## Main Purpose of Role

This post represents a unique opportunity to work with Edinburgh's Lavender Menace Queer Books Archive to develop an Oral History Project (OHP). The OHP will explore the impact and legacy of the Lavender Menace and West & Wilde Bookshops (1982-97), and more generally community experiences of reading LGBT+ books and magazines, and ways reading – now and in the past – has impacted on their identity. Stories and interpretation will be shared online as well as through a programme of events and a temporary exhibition.

The post holder will be responsible for coordinating the delivery of all aspects of the Oral History Project activities, which aim to engage with LGBT+ community members, partners and stakeholders.

The Oral History Project Coordinator will be responsible for:

- Recruiting, supporting, training and coordinating volunteers to become involved in the OHP.
- Identifying OHP interview participants and devise ways to capture the individual and collective voices and stories of LGBT+ community members.
- Working with partners and stakeholders in the development and delivery of the project.
- Acting as the main point of contact for the volunteers and interviewees, to arrange and set up interviews, liaise with volunteers and interviewees.
- Ensuring policies, systems and processes are in place to collect, store and use all audio and visual material collected.

- Promoting the OHP and its programme of events, creating materials for use on social media, website and in the temporary exhibition, and ensuring the Archive's profile is raised through these activities.

The postholder will work closely with the Community Project Coordinator in developing the OHP and its programme of events and exhibition, as well as with the Directors and volunteers.

The Lavender Menace Queer Books Archive is based at St Margaret's House (Edinburgh Palette, 151 London Road, Edinburgh EH7 6AE). The post holder may choose to be based there for some of their working week (working pattern to be agreed in discussion with their line manager). The expectation is that at least some of the OHP programme of events will be delivered at St Margaret's House.

## Principal Responsibilities

The Lavender Menace Oral History Project will link closely to the work of the Archive, bringing LGBT+ heritage to audiences old and new. The postholder will work collaboratively with the volunteers, Directors, community members, partners and stakeholders to ensure the delivery of an inclusive, affirming and engaging LGBT+ oral history programme of events and exhibition.

The Oral History Project Coordinator's main duties and responsibilities will be to:

- 1 Be responsible for the effective delivery of all aspects of the Oral History Project, including the programme of associated events and a temporary exhibition.
- 2 Work with your line manager to develop the OHP Project Plan, outlining key aims, objectives and milestones.
- 3 Act with a high degree of autonomy, initiative and flexibility, taking a lead role in the project's development.
- 4 Work closely with community members, volunteers, partners and community groups in the delivery of the project, including outreach to identify participants.
- 5 Recruitment, training, support and supervision of a team of volunteers, scheduling regular meetings and ensuring their involvement in OHP's activities.
- 6 Be responsible for the recruitment, training, support and supervision of sessional staff to support delivery of the OHP (150 hours over the course of the Project).
- 7 Source oral history training for the OHP staff and volunteers.
- 8 Plan, organise and coordinate interviews, pair volunteers with interviewees, ensure the necessary paperwork, permissions and equipment are in place.
- 9 Work with volunteers to edit, interpret and digitally platform the oral histories collected for public access.
- 10 Work with the volunteers, sessional worker(s) and student placement and partners to develop the temporary exhibition.
- 11 Work with the Community Project Coordinator to develop the programme of associated events, including piloting work with schools around the OHP and temporary exhibition.
- 12 Identify and roll out the use of a range of monitoring and evaluation tools to demonstrate the impact of the events and exhibition, including for the volunteers.
- 13 Work closely with OHP and Archive volunteers to promote the OHP activities through social media and other platforms, ensuring widespread engagement.
- 14 Prepare quarterly progress reports, attend relevant meetings, training and events and undertake regular supervision.
- 15 Work as part of the Lavender Menace Queer Books Archive team and in accordance with the organisation's policies and procedures.
- 16 Work occasional evenings and weekends to ensure programme delivery and attend meetings and other functions as required, for which time off in lieu can be taken.

17 Occasionally carry out any other duties which may be reasonably required of the post holder relevant to the main purpose of the post.

## Person Specification

Skills / Attributes	Essential (E) / Desirable (D)
Experience / Qualifications	
Qualification in or experience of delivering community development / community-based project and / or events	E
Experience of hosting or facilitating a range of in-person / online events and groups	E
Experience of recruiting, inducting, supporting and motivating a team of volunteers	E
Experience of oral history projects and/or coordinating a temporary exhibition	D
Experience of collecting and collating feedback and evaluation data	D
Experience of service promotion and social media to promote events	D
Knowledge / Understanding / Skills / Abilities	
Knowledge of the books and magazines in the Lavender Menace Archive collection or of the LGBT+ history of the period	D
Understanding of issues and practices relating to the collection of oral histories	D
Interest in LGBT+ heritage	E
Cultural competence in relation to working with LGBT people, and good understanding of the diverse experiences and needs of the LGBT+ community	E
Non-judgmental, empathetic, with ability to work sensitively with a wide variety of people from different communities, identities and backgrounds	E
Knowledge (or willingness to acquire knowledge) of safeguarding issues and risk assessment of activities in a community context	E
Ability to work as part of a team as well as using own initiative	E
Ability to be self-administering in terms of IT and highly computer literate (Outlook, Zoom, websites and blogs, social media, online apps)	E
Ability to confidently use, or learn to use, digital audio recorders and sound editing/transcription software	E
Excellent verbal and communication skills	E
Flexible attitude to the demands of the post and the needs of the organisation	E
Motivation, enthusiasm, proactive and solution focused, with positive approach to partnership working	E
Punctual, reliable and with high degree of integrity	E