

### Is this for you?

Are you interested in social history? Do you enjoy listening to personal stories and reminiscence? This rewarding role will give you the opportunity to connect with individuals from all walks of life, willing to share their story.

### Impact

We are looking for volunteers to conduct and transcribe oral histories, for permanent retention in the St John Archive.

Oral history records the memories, experiences and opinions of individuals and communities in order to broaden and enhance our understanding of the past, often giving space to voices and perspectives not represented in official narratives. Oral history contributes to people-led narratives based on lived experience and forms an important and informative part of the organisation's Archive.

This role will support the Heritage team in the ongoing work to document the lived experience of St John volunteers, with a particular emphasis on project work, thematic collecting and exploring and documenting the experiences of those otherwise underrepresented in the Museum's collection.

Working with the Heritage team, Oral History Volunteers will contribute to the planning stages of an oral history interview or wider project, (with a partner) conduct interviews, transcribe interviews and support the Heritage team to ensure the process and outputs are legally, ethically and sensitively managed.

This is a remote role that can be partly carried out from home but will involve some travel.

Expected time commitment  
Line managed by

Flexible but ideally one day per week (10am-4pm)  
Heritage team, Museum of the Order of St John

### What you would be involved in (responsibilities)

- Creating a discussion guide for each interview or group of interviews, with the support of the Heritage team.
- Carrying out research to prepare for the interview, familiarising yourself with the context of the discussion guide.
- Conducting interviews in-person using recording equipment, travelling to the agreed location. Wherever possible interviews will take place in St John buildings and interviewers will **always** work in pairs.
- Managing the completion of essential documentation such as recording agreements.
- Transcribing interviews and creating a summary.
- Corresponding with interviewees to give the opportunity to check transcriptions for accuracy.
- Submitting the recorded interviews, transcripts and all associated paperwork to the Archive.

## What you would be accountable for

- The creation of required documentation such as project information sheets and discussion guides
- The effective and sensitive management of essential agreements and records associated with an interview
- Working collaboratively with colleagues

## You will need to have the following (personal specification)

- Excellent interpersonal skills with the ability to quickly build rapport
- Cultural sensitivity and empathy
- Familiar with Office 365
- Knowledge and/or experience of volunteering or working with St John Ambulance (*desirable*)

## What you will influence

- The improved representation of diverse voices in the recorded history of the organisation
- Contributing to better public understanding of the work of St John Ambulance

## Training and support provided

The training and support we will provide for you is as follows:

- Welcome programme introducing you to the Museum, Archive & wider charity
- Training in appropriate SJA policies
- St John Safeguarding training relevant to your role
- A one-day in-person training course covering interview techniques and etiquette, operating recording equipment, creating discussion guides, consent and copyright
- Out of pocket expenses (subsistence and travel) in line with the SJA Expenses Policy

## Our values

This role requires the volunteer to embrace the organisation's vision and values, which are: **Communities that preserve and protect life through volunteering for health and first aid.**

The way we do things as a charity is underpinned by our 'HEART' values. We expect all our people to uphold and apply these values in all they do.



**HUMANITY**



**EXCELLENCE**



**ACCOUNTABILITY**



**RESPONSIVENESS**



**TEAMWORK**

This role is exempt from the provisions of the Rehabilitations of Offenders act.

This role profile is intended as an outline indicator of general areas of activity and will be amended considering the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

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