

Fulham Palace House & Garden

Volunteer role description Black history & heritage project assistant

What is a project assistant?

The project assistant supports the planning, execution, and management of the Black History & Heritage Hub initiative, which will celebrate the achievements of Black people in Hammersmith and Fulham. The role involves assisting with various tasks such as community engagement, organising events, supporting the collection and interpretation of content, and helping document the progress of the project.



<p>What's in it for you?</p>	<ul style="list-style-type: none"> • a chance to be part of a culturally significant project and establishment of the Black History & Heritage Hub in the Hammersmith and Fulham. • hands on experience in working with museum collections, community engagement, and exhibition development. • the opportunity to develop skills in research, organisation, and project management. • develop your skillset across a broad variety of areas to enhance your CV • a reference when you have volunteered with us regularly for 6 months
<p>What's involved?</p>	<ul style="list-style-type: none"> • support outreach efforts to engage residents in the collection process • assist in organising and running community events to collect stories, artefacts, and digital materials. • help catalogue and interpret collected materials (both digital and physical). • help with the logistics of setting up and running events at the identified host locations

	<ul style="list-style-type: none"> • maintain records of project progress, community engagement, and collected materials. • work closely with project managers, the collections team, and community partners to ensure project goals are met • support the conduction of oral history interviews, recording the stories of community members to preserve their lived experiences. • assist in the collection and cataloguing of historical objects relevant to the Black community and Windrush generation in H&F • ensure the safe handling and documentation of collected objects and oral histories.
This role will suit people who...	<ul style="list-style-type: none"> • have a strong interest in Black history, heritage, and community engagement. • are passionate about making a positive impact and helping to preserve local history • have an interest in developing skills in museum work, project management, cultural programming, and oral history collection. • are happy to be DBS checked • are proactive and can take ownership of tasks • will be happy to work independently or as part of a team • all ages welcome
Availability	Volunteers are encouraged to make a weekly commitment; however, of course volunteers will have holidays too! Project activities will take place over the next 18 month.
Main contact	Bimpe Adeyemi - Engagement project manager
Training and resources	<ul style="list-style-type: none"> • the Engagement project manager will give you specific briefing and training as needed, and in line with your interest areas, and you will also have regular meetings with the Project Manager to allow you to give and receive feedback about your work • full induction including health and safety procedures, fire safety and customer service • volunteers have an introduction period, this is a settling in time of around 6 weeks. At the end of this the volunteer development officer will catch up with you, offering an opportunity for both parties to reflect and make any adjustments to the role that are needed • access to our volunteer's website, the volunteer portal, including a blog, downloadable resources, rota and

	events page
Getting to the Palace	<ul style="list-style-type: none"> • the nearest tube station is Putney Bridge • the nearest railway station is Putney • there are several bus stops within walking distance • we reimburse travel expenses up to £8 per session
What next?	<p>Please get in touch by completing an enquiry form, available at:</p> <p>https://www.fulhampalace.org/get-involved/volunteer-at-fulham-palace/</p> <p>If you have any questions you can contact our volunteer enquiry assistants by emailing volunteer@fulhampalace.org or calling 020 7751 2433</p> <p>Potential volunteers will be invited to an informal interview to discuss the role further in person.</p>
<p>Fulham Palace values the involvement of volunteers; they enhance everything we are able to do. We are committed to offering volunteer opportunities of a high standard and welcome feedback.</p>	