

## **Volunteer Role: Transcription Volunteer**

### **Role Purpose**

As a Transcription volunteer you will support the preservation and accessibility of filmed oral history interviews recorded as part of the Aden Project. You will help turn spoken memories into written transcripts that can be searched, studied and used within educational resources, exhibitions and the Legasee archive.

Your work will help ensure that veterans' stories remain accessible to researchers, schools and future generations.

### **What the Role Involves**

- Listening to recorded oral history interviews and typing what is said into a transcript template
- Helping to make interviews more searchable and accessible
- Checking spelling, names and military terms where needed
- Working carefully and respectfully with personal memories and historical testimony

### **Do I Need Any Experience?**

No previous transcription experience is required, although an interest in history, heritage or storytelling would be beneficial.

We welcome volunteers who are:

- Good listeners with reasonable typing confidence
- Patient and detail-oriented
- Comfortable using a computer and headphones
- Able to work independently and manage their own time

### **Time Commitment**

This role is flexible and can usually be completed remotely from home. Volunteers can contribute regularly or occasionally, depending on availability and the amount of time they are able to offer.

### **Start Date**

July onwards

## **Support and Resources**

- Access to interview recordings and transcription templates
- Induction and guidance on transcription conventions and formatting
- Volunteering contact for support and feedback: Shelley Cater-Shipway, Project Officer E: [shelley@legasee.org.uk](mailto:shelley@legasee.org.uk)