

Sudbury Gasworks Restoration Trust Local History Team

Purpose and scope

The Local History Group (The Group) is one of three Volunteer Groups inaugurated as part of the HF-funded project 'Sudbury Gasworks: Rescued and Restored' (the Project). The other Volunteer Groups are;

- Building Maintenance Team
- Welcome Team

All three Volunteer Groups will work on behalf of the Sudbury Gasworks Restoration Trust (SGRT). See Terms of Reference for further details.

This team will;

- a. Carry out research into the history of Sudbury Gasworks and Sudbury parish
- b. Conduct tours of the site as appropriate
- c. Contribute to the formation of an interpretation plan
- d. Write copy to be used in the new scheme of interpretation
- e. Carry out any other task that can reasonably be described as a 'Local History Activity'
- f. Carry out any other task that can reasonably be described as a 'General help or assistance'

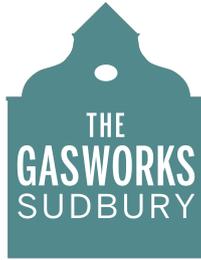
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The Gasworks Sudbury
School Lane
Sudbury
DE6 5HZ
www.sudburygasworks.com



Group Leader

The Local History Group Leader will be the principal contact for all Local History Group Volunteers. All group communications should be conducted by the Group Leader. The Group Leader will also liaise with the SGRT on behalf of volunteer members and work closely with the Gasworks Manager to deliver Project objectives.

Recruitment

Recruitment to the Group will focus on Sudbury parish, but will not be limited geographically and will be open to all, regardless of experience or ability. Recruitment will be conducted on a face-to-face basis, through the Sudbury Gasworks website, and via Social Media platforms.

All volunteers should complete the standard form entitled 'Volunteer with us'. To assist the SGRT to conform with the Data Protection Act, completed forms should be passed to the Gasworks Manager and/or the SGRT's HR Director at the earliest opportunity.

Safeguarding

SGRT Safeguarding policy should be adhered to at all times.

Risk Assessments

Risk assessments should be carried out for all volunteer activities in accordance with the SGRT Health and Safety Policy

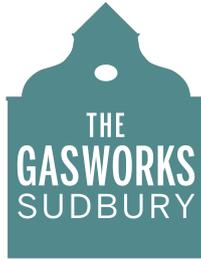
Training

All Local History Group members will receive training, delivered by suitably qualified people, to enable them to carry out tasks within the scope of the Group's activities. Training needs will be identified by the Project Manager, Gasworks Manager, SGRT and Group Leaders. Volunteer members should suggest training to their Group Leader, who will make representations to the Gasworks Manager, Project Manager and/or SGRT. All training will be organised by the Gasworks Manager and commissioned by the Project Manager on behalf of the Project. Training will include, but may not be limited to;

- Research training
- Archive training
- Tour guide training
- Oral history training



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Activities

Following the completion of, or alongside, initial training, the Local History Group will;

- Create and maintain an inventory of those items held by the Sudbury Estate archive and the personal archive of the estate owner, made available to Group for the benefit of the Project.
- Conduct a literature search and compile a bibliography of secondary sources
- Begin making notes from secondary and primary sources
- Support tours of the Gasworks, Gasworks site and/or Sudbury parish, possibly in conjunction with the Building Maintenance Team
- Contribute to the Activity Plan during the Delivery phase of the project and beyond
- Participate in any other agreed activity not identified above that falls within the scope of the Group's activities
- Contribute towards creating blogs and social media posts to share research and knowledge

Aims and objectives

By the conclusion of the Development phase of the Project, the Local History Group will have;

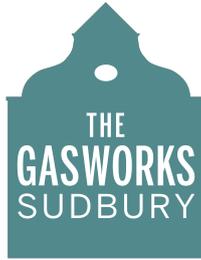
- Undertaken all relevant training
- Undertaken an induction
- Recruited enough members to carry out its work
- Completed initial training
- Gained an understanding of previous research into the Gasworks and Sudbury Parish
- Surveyed previously identified and newly available primary source material relating to the Gasworks and Sudbury parish
- Provided to Sudbury Estate an inventory of uncatalogued material held in the Estate offices
- Compiled a research plan and achieved the necessary level of skill and experience to implement it
- Developed positive working relationships with the other Volunteer Groups, the Gasworks Manager, the Project Manager and the SGRT

Support

The Local History Team will have the support of the Gasworks Manager in contributing to future exhibitions and interpretation.



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Communication

All volunteer members should communicate via the Group Leader, who will represent volunteers' views to other Group Leaders, the Gasworks Manager, the Project Manager, the SGRT and any other relevant party.

A newsletter will be distributed regularly.

Finance

There will be no remuneration available to volunteers other than the pre-agreed reimbursement of out-of-pocket expenses. All financial queries should be directed to the Project Manager.



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