Byafaayo Oral Histories Project

Project Development Officer

Over 12 months in development, "BYAFAAYO" has finally been made possible with the generous support of **The National Lottery Heritage Fund.**

Using money raised by National Lottery players, The Heritage Fund supports projects that connect people and communities with the UK's heritage.

Thanks to National Lottery players, WODIN will be able to showcase "How Black Immigrant Women Perceive Belonging in the UK" to future generations and society, whilst capturing the collective history of Merseyside's rich and meaningful heritage of racial culture. This project has the potential to capture stories of the past, present and to engage future historians.

The Project Development Officer will retain overall responsibility for driving this project and as such will play a crucial role in its success, its visibility, its rigor, and its reach.

This is a monumental project!

We have within our living memory rich and colourful cultures, and we also find that as immigrants we must integrate and be part of active society. The question is, Do we feel that we belong? What is our understanding of Belonging between a first generation and 2nd generation immigrant? All this rich information is in grave danger of being lost if not recorded.

There have been several projects designed to address racial migration and even racism in the public realm, some of which have had monumental impact others have done more harm than good. But we have not found any that focus on Belonging, on intergenerational Integration of black immigrants in British society

Here in Merseyside, we witnessed the race riots in summer 2024. This made many migrants and immigrants feel like they do not belong. It raised the need for current and future generations to not be ignorant of the actions that individuals and organisations have done to fight and win the freedoms they now have.

Our heritage is in danger. It needs to be identified, captured, recorded, and preserved. It needs to be found if we are to learn from or build upon this legacy.

This is our hiStory.

Job Title: Byafaayo Development Officer

Payment: £26500 – 37hrs/week **Prorated** to £23450 i.e. £17/hr. for 3.5 days per week

Full-time/Part-time: This is a consultancy role – 1-year fixed term freelance self-employed contract – person to provide monthly invoices in line with project activities.

Reporting To: WODIN Services Manager & Board

Job or Project Summary

Women and Digital Inclusion (WODIN) need the services of a Project Development Officer (DO) for a multimedia Oral history project about Black Immigrants journey and understanding of Belonging.

The Project Development Officer will be responsible for the general oversight of the BYAFAAYO Project.

The Development Officer will initiate the project within 1 month of starting (including the supervision of the Project Assistant, reporting to the Services manager and the Board, supervision of the external suppliers including the external project evaluator, and website hub developer. Once recruited, s/he will agree the monthly outputs and key milestones for the project with the Services Manager including review of all monthly targets.

They will have experience of people and project management, project delivery, oral history development and collections, marketing, and community engagement.

They will meet with and support the Services Manager to review project deliverables and help to steer the project.

The Project will start from February 2026 and end on or about 1st April 2027

The Development Officer will oversee and coordinate the recruiting of project participants, and their preparation for recording an Oral history record. They will oversee the recruitment and training of Project volunteers - explorers, the filming, editing, and transcribing of the 20 videos/Audios. They will ensure that the project is promoted within the local Merseyside community and ensure the successful planning, execution, and preservation of the recorded interviews. Their role involves managing the logistical, technical, and ethical aspects of collecting, archiving, and presenting oral histories.

Primary Responsibilities

1. Project Planning & Coordination

- Develop project timelines, budgets, and deliverables.
- Define objectives, methodologies, and ethical guidelines for the oral history collection.
- Supervise Project Assistant

2. Interview & Archival Management

- Identify and recruit interviewees and volunteers based on project scope.
- Oversee the training of volunteers
- Oversee the collection, transcription, and digitisation of interviews.
- Ensure proper documentation, metadata tagging, and archival storage.

3. Stakeholder Engagement & Outreach

- Collaborate with historians, institutions, and community groups.
- Engage with the public through publications, and online platforms.
- Develop partnerships with libraries, museums, and universities.

4. Ethical & Legal Compliance

- Ensure adherence to ethical guidelines for informed consent and privacy.
- Manage legal agreements related to interview rights and usage.

5. Technology & Preservation

- Select appropriate recording and storage technologies.
- Implement long-term preservation strategies for digital and physical formats.

6. Reporting & Evaluation

- Monitor progress and maintain detailed records.
- Provide reports for funder and stakeholders.
- Work with External evaluator to assess project impact and recommend improvements.

Required Skills & Qualifications:

Education: Background in History, Communication, Anthropology or a related field.

Project Management: Experience in planning and executing research or cultural projects.

Communication: Strong writing, interviewing, and community engagement skills.

Technical Knowledge: Familiarity with audio/video recording, transcription tools, and digital archiving.

Ethical Awareness: Understanding of oral history ethics, consent processes, and cultural sensitivity.

Organizational Skills: Ability to manage multiple tasks, budgets, and deadlines.

In addition, you will:

- Attend & contribute positively to monthly project update meetings.
- Provide evidence of monthly outputs to the Services Manager

- Attend monthly supervision with Services Manager.

This person will have significant project management skills and knowledge and understanding of delivering a National Lottery Heritage Fund Projects. This role is part of a drive to make an Oral history record accessible and is critical to the success of the project.

Monthly Targets
To be negotiated with successful candidate based on our delivery plan.

Monthly Monitoring and Evaluation Evidence
To be negotiated with successful candidate based on our delivery plan.

Areas for Development
To be negotiated with successful candidate based on their needs and our ability to meet them.