

## **Editor/Volunteer Coordinator Historical Digests**

Are you passionate about local history? Do you have experience of working with original primary sources to investigate local history topics? Would you like to work on a project exploring the history of parishes in the Charnwood Forest area of Leicestershire?

The Victoria County History (VCH) has been described as the greatest publishing project in English local history. Its aim is to research and publish a history of every city, town, village and hamlet in England from the earliest archaeological evidence to the present day. Some counties are complete, but around two-thirds of Leicestershire has yet to be included. Leicestershire Victoria County History Trust (LVCHT) was formed in 2008 to complete this work. For more information see <https://www.history.ac.uk/research/victoria-county-history>

### **Job summary**

LVCHT wishes to recruit a Volunteer Coordinator/Editor to assist with a community-based history project funded by Charnwood Forest Geopark and the National Lottery Heritage Fund. This will produce a series of 20 Historical Digests for Leicestershire parishes within the Charnwood Forest Geopark area.

Each Historical Digest of c.2,000 words will include details of the parish boundaries, its geology, landscape, roads, settlement, population, archaeological finds, significant industries and notable individuals. These will be published on the Charnwood Forest Geopark website in 2027 and will also form the basis for the Introduction to future VCH parish histories for those parishes. It is therefore important that these Digests meet VCH guidelines and standards.

The work builds on an earlier (2013–2017) LVCHT project 'Charnwood Roots' that worked with volunteers and collected much of this information, which was made available as an online databank.

The Editor/Volunteer Coordinator's role will be to produce the Historical Digests in the agreed format for the specified parishes. This will involve historical research in published and unpublished primary sources, supporting existing and new volunteers carrying out such research and writing up the Digests in the format agreed with Charnwood Forest Geopark. The new Editor/Volunteer Coordinator will also recruit, train and provide ongoing support to a new volunteer group to carry out original research in primary sources over a three-month period on the history of two or three parishes in the project area (not restricted to the topics above). Administrative duties include maintaining volunteer records, booking rooms for meetings and checking and submitting volunteer claims for expenses.

The successful candidate will report directly to Dr Pamela Fisher, County Editor for the Victoria County History, Leicestershire, who will provide technical and academic support. The Volunteer Coordinator/Editor may also be asked to join occasional online meetings with members of the LVCHT Volunteers and Research Committee and/or the team at Charnwood Forest Geopark, who are funding this project.

Remuneration will be made under a part time self-employed contract for a fixed term that will end on 22 December 2026 and cannot be extended. The hours are flexible. It is envisaged that the work will take 2 days per week over the project period.

## **Key Tasks**

- The completion of research, with the help of volunteers where appropriate, for all topics to be covered in the Historical Digests.
- To write the Historical Digests.
- To recruit and train a minimum of 25 new volunteers to carry out parish history research within the project area over a three-month period, and to guide them on the requirements of VCH research.
- To give individual support to existing and new volunteers engaged in research for this project over the full term of the contract.
- To keep a register of volunteers within GDPR rules and regulations.
- To manage the relevant part of the project budget (room hire, volunteer expenses, printing, etc.).
- To ensure the project runs according to the agreed project design, identifying any potential project timeline risks, discussing these with the County Editor and taking appropriate action where necessary.
- To liaise regularly with the County Editor and to produce brief written reports of progress for the LVCHT quarterly Executive Committee meetings.

## **Person Specification**

### Qualifications:

- Right to work in the UK.
- Post-graduate qualification (MA/PhD) in a relevant discipline.
- Full driving licence and own car insured for business travel.

### **Experience:**

#### Essential:

- Experience of using original documentary sources for local history.
- Experience of planning and completing multiple tasks to agreed deadlines.
- Experience of teaching or coaching adult learners.
- Experience of writing or editing historical research to academic standards.

#### Desirable:

- Knowledge of Leicestershire places and the county's history.
- Experience of working with a team from diverse backgrounds.
- Experience of using family history and newspaper databases.
- Experience of writing or editing material for VCH publications.
- Experience of organising public history events.

## **Skills**

### Essential:

- Excellent planning and organisational skills.
- Excellent record keeping.
- Excellent communication skills.
- The ability to work under minimal supervision.

- Good IT skills, especially the use of MS Word, Excel and Powerpoint.

Desirable:

- Experience of using GIS software

**Job Type:** Part time, self-employed contract.

**Payment:** £300 per day against invoices submitted monthly to LVCHT.

**Work Location:** Flexible. It will be necessary to make occasional visits to the Record Office for Leicester, Leicestershire and Rutland and to some of the parishes being researched. Occasional in-person meetings will be required with members of the new volunteer group during the three months in which this new group will be active.

**Travel and subsistence:** As a self-employed contractor any travel or subsistence costs are to be covered from within the daily rate of payment.

**Reporting:** The Volunteer Coordinator/Editor will report to Dr Pamela Fisher (County Editor) and submit a quarterly written report for the LVCHT Executive Committee.

**Contact Details:** For further information please contact Dr Pamela Fisher at [pjf7@le.ac.uk](mailto:pjf7@le.ac.uk)

**Application:** A copy of your CV, contact details for two referees (who will not be contacted until an appointment, subject to references, is made) and a covering letter detailing your suitability and reasons for wishing to undertake this position should be forwarded to Dr Pamela Fisher at [pjf7@le.ac.uk](mailto:pjf7@le.ac.uk) by the **closing date midday on Tuesday 28 April 2026**. Interviews will be held on Thursday 7 May 2026.