# **Volunteer at Underfall Yard: Writer** **(short articles for website and newsletter)**

Underfall Yard was built in the 1880s as a purpose-built docks maintenance facility. The Hydraulic Power House was completed in 1887 and powered a network of locks, cranes, swing bridges and much more. The 1907 hydraulic pumps were decommissioned in 2010 and the building was opened to the public in 2016 as a Visitor Centre and Cafe.

Underfall Yard is not a museum. It is a working environment with maritime business, an operational slipway, the Docks Engineer and Harbour Master’s teams all contributing to the working nature of the site. We provide education activities for many audiences, including: schools, youth engagement charities, adult learning groups and community groups.

 **Purpose of Role**

* Write short, informative and engaging articles on the yard, its history and news updates.

 **Anticipated Time Contribution**

Once you are inducted and trained your contribution can be flexible. Ideally, we would like volunteers to write at least two articles. Articles will a maximum of 1.5 sides of A4. Volunteer writing will be done remotely i.e. writing the articles elsewhere and submitting them by email. However, we recommend visiting the yard regularly to keep abreast of any updates, access useful materials and get a feel for the atmosphere of the site.

 **Main Activities or Duties**

Meet regularly with fellow writing volunteers and the Community, Learning and Volunteer Manager to discuss projects and prepare articles for website publication.

Write engaging articles (maximum of 1.5 sides of A4) for the yard’s website.

An example of the sort of articles we are looking for can be found on our website: <https://underfallyard.co.uk/2018/12/01/not-only-jobs-for-the-boys/>

Utilise the existing collection of oral histories, research papers and documents to identify interesting stories.

Ensure that the articles are accurate and well-researched.

Source appropriate images to support the article.

Share information on your topics with social media volunteers

 **What we are looking for**

Enthusiasm for relevant subjects (Bristol, history, engineering, maritime industries etc.)

Excellent writing skills and use of grammar, spelling and punctuation

Engaging and concise writing style

Experience of conducting research (this doesn’t have to be professional or academic experience and might include family history or subjects of personal interest etc.)

Reliable and a good team member

 **Training**

An induction will be given to the yard, including an overview of history as well as procedures and health and safety.

Ongoing support from the Community Learning and Volunteer Manager

 **Benefits**

Expand knowledge of the harbour’s history and its operation

Meet new people

Mileage allowance or travel expenses within agreed guidelines (as per volunteer handbook)

Opportunity to work as part of the team

Free drink at the Underfall Café for each shift and 10% discount on meals

**Notes**

Volunteer Writers must be at least 18 years of age.

**Are you interested?**

Please complete a volunteer registration form and return it to Flex Toomey, Community, Learning and Volunteer Manager to express your interest in volunteering on this project. Please also include an example of your writing. Your writing sample does not have to have been previously published and could be two paragraphs on a topic that you find interesting. An informal interview will be arranged.

clv@underfallyard.co.uk

0117 929 3250