

The Volunteer Organisers Network (VON) is a peer-to-peer support network for heritage volunteer organisers in Scotland. We are part of the Make Your Mark campaign, which aims to increase the number and diversity of heritage volunteers in Scotland.

As part of our work, we organise events on topics related to inclusive volunteer management. Since the onset of COVID-19, these events have been held online. This is where you come in - we are looking for volunteers to help us host these events, make them accessible, and give participants the best experience possible.

What will I be doing?

During the event

- You will be made co-host of the event
- You can then make other VON members co-hosts
- Let people into the session from the waiting room
- Share and introduce a slide with basic Zoom functions (mute, video, chat, etc)
- Make sure everyone is muted and gently remind people to mute/unmute using the chat box
- Record the session
- Monitor the chat and check that the facilitator doesn't miss any questions
- Make a note of attendance and capture any useful feedback from the chat
- Share the link to our online evaluation form
- Block anyone who Zoom bombs (but please don't worry, this has never happened!)

This might sound like a lot but it's not all at the same time! We can offer lots of practice sessions and you can shadow or buddy someone else for as long as it takes to feel comfortable.

After the event

- Edit the recording to remove any awkward parts (for example, someone accidentally speaks whilst unmuted)
- Subtitle the recording
- Compile a list of links, books and resources mentioned during the event. These will be shared with attendees for future reading and research on the topic.

How much time will I need to participate?

For each event, you would volunteer for 4-6 hours:

- 1 hour: attend pre-event meeting with the Volunteer Organisers Network (usually held on the 3rd Thursday of the month, 10am - 11am)
- 1.5 hours: attend event (usually held on Tuesday afternoons, 2pm - 3pm, with a pre-event check in 20 minutes before the start)

- 2-4 hours: edit and subtitle the recording (on your own time and at your own pace)

We hold 4-5 events throughout the year, but you don't have to volunteer for all of them! You can choose how few or many events you help with.

What skills and qualities will I need?

We welcome everyone. Volunteers will receive training for all tasks - all you need is a friendly and can-do attitude!

What resources will I need to contribute?

As this is a digital volunteering role, you will need access to a computer and Internet connection to participate.

The meetings and events are held on [Zoom](#), an online video conferencing platform that is free to download.

All of the video editing and subtitling software you would need is available on [YouTube](#). You will receive the log-in information for the Volunteer Organisers Network accounts and training for how to use YouTube should you choose to volunteer with us.

Why should I volunteer?

- Meet a friendly group of new people working with volunteers in the heritage sector
- Learn basic digital skills like hosting a Zoom call and editing and subtitling a video.
- Be part of creating professional, accessible and positive online spaces for our audiences.
- Sit in on our events and learn about inclusive volunteer management.
- Network with heritage professionals across Scotland.
- Have the opportunity to meet with any member of the Volunteer Organisers Network working group and ask them questions about their role.

Okay - I'm in! How do I get involved?

Register your interest by contacting Erin Burke, Make Your Mark Communications Officer. You can contact them via:

- Email: hello@makeyourmark.scot
- Social media direct message: @VolOrganisers

All it takes is sending a message that says "Hello - I'm interested in the Volunteer Organisers Network Digital Administration Volunteer Role"! Erin will then contact you to set up a wee informal chat about the role.