



## Research and Recorder Role Description

<b>Role title</b>	Cheshire Gardens Trust Research and Recorder
<b>Role summary</b>	For volunteers to research and record information about local historic designed landscapes in the historic county of Cheshire. Historic landscapes include parks, gardens and cemeteries.
<b>Principal tasks involved in the role</b>	<ul style="list-style-type: none"> <li>• Undertake desktop and documentary research in local libraries and archives</li> <li>• Visit the site and record current extent and condition</li> <li>• Prepare a research and recording report for the site</li> </ul>
<b>Useful skills for undertaking the role</b>	<ul style="list-style-type: none"> <li>• An interest in people and places</li> <li>• Enthusiasm for searching out information</li> <li>• Ability to plan and work independently</li> <li>• Some knowledge and interest in history and landscape</li> </ul> <p>And also:</p> <ul style="list-style-type: none"> <li>• Ability to drive</li> <li>• Computer and internet access</li> <li>• Use of a digital camera</li> <li>• An interest in maps and plans</li> </ul>
<b>What the role will actually involve</b>	<ul style="list-style-type: none"> <li>• Organising time to undertake volunteer activities</li> <li>• Attendance at research and recording meetings and training sessions</li> <li>• Undertake research using guidance notes</li> <li>• Prepare draft reports to an agreed format</li> <li>• Liaison with the research and recording coordinator</li> <li>• Working with other volunteers to visit site or share findings</li> <li>• Produce final reports comprising text and illustrations</li> </ul>
<b>Duration and outcomes of the project</b>	The project has no specific end date. Completed reports will be made available to those listed below. In due course it is hoped that the records will be added to the Parks and Gardens UK database and may form the basis of a series of themed publications. The information will be used for exhibitions and displays e.g. for Cheshire local history day.
<b>Contact details and support provided</b>	<p>..... is the Research and Recording coordinator. Contact:          Email ..... Tel: ..... She/He will:</p> <ul style="list-style-type: none"> <li>• be the first point of contact for any queries</li> <li>• send draft reports to owners with requesting access</li> <li>• issue final reports to Cheshire Historic Environment Record, Cheshire Archives and Local Studies and the relevant local authority</li> </ul>

