威尔士华人协会/ Chinese In Wales Association / Cymdeithas Tsieiniaidd Yng Nghymru
2nd Floor, Arts Wing, Swansea Grand Theatre, Singleton Street, Swansea, SA1 3QJ
01792-469919 // info@chineseinwales.org.uk // www.chineseinwales.org.uk
微信公众号：威尔士华人圈 // Facebook, Twitter, Wechat #Chineseinwales

Job reference No.	**V-F230802**
Job Title:	**ORAL HISTORY INTERVIEWER**
Employer:	Chinese In Wales Association
Location:	Swansea head office and remote working, Wales wide travel if required
Contract:	Freelance contract for services September 2023 – June 2024
Project:	OUR STORIES – Collecting the oral histories of the Chinese community in Wales
Salary:	£200 per day, 30 days available during the length of the contract, details to be agreed
Reporting to:	Project Manager

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Job Description

Job Purpose/Role Summary
The Interviewer will be responsible for conducting oral history interviews with members of the Chinese community to collect their personal stories and memories and document their experiences and perspectives. The Interviewer will work closely with project stakeholders to select interviewees and develop interview questions that explore topics such as migration, journeys to Wales, cultural identity, and community engagement. The Interviewer will also be responsible for editing interview footage in partnership with the filmmaker/videographer and ensuring their accuracy, authenticity and quality.

Key Responsibilities
• Work closely with project stakeholders to select potential interviewees who will deliver the most diverse range of stories. • Develop interview questions and conduct oral history interviews with members of the Chinese community to document their experiences and perspectives. • Ensure that interviewees are properly informed about the project and their rights as interviewees. • Conduct interviews in a respectful, sensitive, language specific and culturally appropriate manner. • Edit interviews in partnership with filmmaker/videographer and interpreter to ensure their authenticity, accuracy and quality. • Manage interview data, including film footage, audio recordings, summaries and transcripts, in accordance with project protocols and standards. • Attend project-related meetings and participate in project evaluation activities, including providing feedback on the interview process and outcomes. Any other duties commensurate with the role.

Person Specification

	Essential	Desirable
Qualifications	• Degree or higher in a relevant field or a minimum of 2 years professional experience working in related fields of Arts, Media, Heritage, Journalism, Cultural Studies, or equivalent field	
Experience	• Previous experience of conducting interviews	
Knowledge	• Understanding of diverse ethnic community engagement	

	• Knowledge of Chinese culture and history - an understanding of the history and traditions of the Chinese community, including migration patterns, religious beliefs, and cultural practices	
Skills	• Strong interpersonal and communication skills • Collaborative work approach • Fluency in Mandarin, Cantonese or other relevant Chinese dialects • Excellent listening skills - an active listener with an ability to empathise with interviewees and ask key questions that elicit rich and detailed stories	• Skilled at creating a comfortable and safe environment for interviewees to share their stories • Ability to adapt to different situations and interviewees, showing sensitivity to cultural differences and the unique experiences of each individual
Attitude	• Positive attitude with a can-do mindset • Strong work ethic and ability to work under pressure • Flexibility and adaptability to changing circumstances	

This job description and person specification is not exhaustive and serves only to highlight the main requirements of the post holder. The job description will be reviewed regularly and may be subject to change for the purpose of the funded project.

As an equal opportunities employer CIWA is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership.

We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join CIWA.

We welcome applications from self-employed individuals interested in this role, and are open to discussing employment options including job sharing and being employed under the payroll. Please indicate your preference when applying for the role.

To apply, please email your CV and cover letter to hr@chineseinwales.org.uk

Closing Date for the application: 28th August 2023

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Cyfeirnod swydd Rhif	**V-F230802**
Teitl y Swydd :	**CYFWELYDD HANES LLAFAR**
Cyflogwr :	Cymdeithas Tsieineaidd yng Nghymru
Lleoliad :	Prif swyddfa Abertawe a gweithio o bell, teithio ledled Cymru os oes angen
Contract:	Contract llawrydd ar gyfer cynnig gwasanaeth rhwng Medi 2023 - Mehefin 2024
Priosect:	EIN STRAEON – Casglu hanesion llafar y gymuned Tsieineaidd yng Nghymru
Ffi :	£200 y diwrnod, 30 diwrnod ar gael yn ystod hyd y contract, manylion i'w cytuno
Adrodd i :	Rheolwr Prosiect

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Disgrifiad Swydd

Pwrpas y Swydd / Crynodeb o'r Rôl
Bydd y Cyfwelydd yn gyfrifol am gynnal cyfweliadau hanes llafar gydag aelodau o'r gymuned Tsieineaidd i gasglu eu straeon personol a'u hatgofion a dogfennu eu profiadau a'u safbwyntiau. Bydd y Cyfwelydd yn gweithio'n agos gyda rhanddeiliaid y prosiect i ddewis pobl i'w cyfweld a datblygu cwestiynau cyfweliad sy'n archwilio pynciau fel mudo, teithiau i Gymru, hunaniaeth ddiwylliannol, ac ymgysylltu â'r gymuned. Bydd y Cyfwelydd hefyd yn gyfrifol am olygu ffilmiau o'r cyfweliadau mewn partneriaeth â'r gwneuthurwr ffilm/fideograffydd a sicrhau eu cywirdeb, dilysrwydd ac ansawdd.

Prif Ddyletswyddau
● Gweithio'n agos gyda rhanddeiliaid prosiect i ddewis cyfweledigion posib a fydd yn cyflwyno'r ystod fwyaf amrywiol o straeon. ● Datblygu cwestiynau cyfweld a chynnal cyfweliadau hanes llafar gydag aelodau o'r gymuned Tsieineaidd i ddogfennu eu profiadau a'u safbwyntiau. ● Sicrhau bod cyfweledigion yn cael gwybodaeth briodol am y prosiect a'u hawliau fel cyfweledigion. ● Cynnal cyfweliadau mewn modd parchus, sensitif, iaith-benodol a diwylliannol briodol. ● Golygu cyfweliadau mewn partneriaeth â gwneuthurwr ffilmiau/fideograffydd a chyfieithydd i sicrhau eu dilysrwydd, cywirdeb ac ansawdd. ● Rheoli data cyfweliadau, gan gynnwys ffilm, recordiadau sain, crynodebau a thrawsgrifiadau, yn unol â phrotocolau a safonau prosiect. ● Mynychu cyfarfodydd prosiect a chymryd rhan mewn gweithgareddau gwerthuso prosiect, gan gynnwys rhoi adborth ar y broses gyfweld a chanlyniadau. Unrhyw ddyletswyddau eraill sy'n gymesur â'r rôl.

Manyleb Person

	Hanfodol	Dymunol
Cymwysterau	● Gradd neu uwch mewn maes perthnasol neu o leiaf 2 flynedd o brofiad proffesiynol yn gweithio mewn meysydd cysylltiedig: y Celfyddydau, y Cyfryngau, Treftadaeth, Newyddiaduraeth, Astudiaethau Diwylliannol, neu faes cyfatebol	●
Profiad	● Profiad blaenorol o gynnal cyfweliadau	●
Gwybodaeth	● Dealltwriaeth o ymgysylltiad cymunedol ethnig amrywiol ● Gwybodaeth am ddiwylliant a hanes Tsieina - dealltwriaeth o hanes a thraddodiadau'r gymuned Tsieineaidd, gan gynnwys patrymau	

	mudo, credoau crefyddol, ac arferion diwylliannol	
Sgiliau	● Sgiliau rhyngbersonol a chyfathrebu cryf ● Dull gweithio ar y cyd ● Rhuglder mewn Mandarin, Cantoneg neu dafodieithoedd Tsieineaidd perthnasol eraill ● Sgiliau gwrando rhagorol - gwrandäwr gweithredol gyda'r gallu i gydymdeimlo â chyfweledigion a gofyn cwestiynau allweddol sy'n ennyn straeon cyfoethog a manwl	● Yn fedrus wrth greu amgylchedd gyfforddus a diogel i gyfweledigion rannu eu straeon ● Y gallu i addasu i wahanol sefyllfaoedd a chyfweledigion, gan ddangos sensitifrwydd i wahaniaethau diwylliannol a phrofiadau unigryw pob unigolyn
Agwedd	● Agwedd gadarnhaol gyda meddylfryd 'gallu gwneud' ● Moeseg waith gref a'r gallu i weithio dan bwysau ● Hyblygrwydd a gallu i addasu i amgylchiadau sy'n newid	●

Nid yw'r disgrifiad swydd a manyleb y person yn hollgynhwysfawr - maent er mwyn amlygu prif ofynion deiliad y swydd. Bydd y disgrifiad swydd yn cael ei adolygu'n rheolaidd a gall fod yn destun newid at ddiben y prosiect a ariennir.

Fel cyflogwr cyfle cyfartal, mae CIWA wedi ymrwymo i drin yn gyfartal yr holl weithwyr presennol a darpar weithwyr ac nid yw'n cydoddef gwahaniaethu ar sail oedran, anabledd, rhyw, cyfeiriadedd rhywiol, beichiogrwydd a mamolaeth, hil neu ethnigrwydd, crefydd neu gred, hunaniaeth o ran rhywedd, neu briodas a phartneriaeth sifil.

Ein nod yw cael gweithle amrywiol a chynhwysol ac rydym yn annog yn gryf ymgeiswyr â chymwysterau addas o ystod eang o gefndiroedd i wneud cais ac i ymuno â CIWA.

Rydym yn croesawu ceisiadau gan unigolion hunangyflogedig sydd â diddordeb yn y rôl hon, ac rydym yn barod i drafod opsiynau cyflogaeth gan gynnwys rhannu swydd a chael eich cyflogi o dan y gyflogres. Nodwch eich dewis wrth wneud cais am y rôl.

I wneud cais, e-bostiwch eich CV a llythyr eglurhaol i hr@chineseinwales.org.uk

Dyddiad cau ar gyfer ceisiadau: 28ain o Awst 2023