

Temple Friends Placements and Volunteers 2024 'How To' Reference Guide



Welcome to WCIA, and welcome to the Temple Friends / Heritage & Volunteering Team! The purpose of this Reference Guide is to bring together links to most materials / info you might need, on 1 foldable leaflet.

Useful **background reading** :

- You've hopefully worked through your [WCIA online induction](#), and familiarised yourself with WCIA's online information '[About Us](#)', and...
- our Wales-wide work programmes [Global Learning](#), [Global Action](#) and [Global Partnerships](#) - plus current [Events](#), and [News / Blog features](#)).
- From the homepage, click on '**About WCIA**' button (top RH) to view [organisational info](#) and [meet the team](#). Gain an overview of WCIA's aims & impact from our [Annual Reports](#).

Our current affairs work is underpinned by our '[Peace Heritage](#)' - a century of work supporting international cooperation between Wales and the world – and our guardianship of Wales National [Temple of Peace & Health](#). You can explore in depth stories from Wales' peace movements through our '[Hidden Histories](#)' features; and use our [HH Toolkit](#) to research and share your own features.

Temple Archives & Collections – Key Bookmarks

- [Temple Archives & Collections](#) homepage
- [Heritage Volunteering](#) homepage; and [Temple Heritage Vols GOOGLE DRIVE](#)
- [Hidden Histories Toolkit](#) – for volunteers researching, creating and sharing stories.
- [Digitised Collections](#) –repositories for images, audio, video, maps, data & time lines
- Temple [Archives catalogue](#) & [Attic Shelving Index](#). Also accessioned [Archives at NLW](#).
- Temple [Library catalogue](#) and Overview / [Shelving Index](#)
- [Objects catalogue; Posters catalogue](#).
- People's Collection Wales / [PCW 'Wales for Peace' user account](#) (login top RH)
- National Archives '[Discovery](#)' search (sign-in top RH) and '[Manage Collections](#)' guide. View Temple of Peace Collections [Discovery summary](#). [Editor login](#)
- Archive Hub [Search homepage](#) and Contributor / [Editor login](#)

Heritage Familiarisation

To better understand the breadth and depth of WCIA's heritage work, we recommend all placements spend a couple of hours exploring our existing [Peace Heritage](#) web content and [digitised collections](#). Create a couple of documents for your own reference:

- a '**mindmap**' of existing Peace Heritage web pages and online collections / materials.
- a '**timeline**' of organisations, movements and key events from Temple / WCIA heritage.

Placement Working Pattern / Dates

Insights placements should keep a diary / record (you could use this [Timesheet](#) template) to demonstrate both to WCIA and the University (via Faith at the Centre for Student Life) that you have completed 35-70 hours of applied work, and produced the outputs agreed individually for your placement. The Temple of Peace is a busy place, but the following times are earmarked for heritage volunteers / placements access:

- Wednesday **1st May** – Induction Training for all Placements:
 - 12.30 Temple Tour, 14.00-16.30 Archives Workshop, 17-18.00 Temple Friends meet
- **Wednesdays each week** are the 'team day' for heritage volunteers, with [Archives Workshops](#) and Library access
- Other days (eg Fridays or others) can be arranged with Sam and Tom, who will check with the Venue Team for other bookings / activities, and other WCIA staff to let you in / support.

Support from the WCIA Team & Team Meetings

- Sam Mutter (Archives Assistant) and Tom Weiser / Chris Colbourn / Sioned Cox (Volunteering Team) are main day-to-day contacts for placements and volunteers.
- [Craig Owen](#), Heritage Advisor oversees WCIA's heritage programming at the Temple and Wales-wide, working part-time (alongside health treatment, and writing an International Relations MPhil at Aberystwyth Uni!). Craig works flexible hours from home Tue-Thur most weeks, and at the Temple twice a month for meetings and project management.
- Other WCIA staff members who support heritage activities include Hayley Richards (Programmes Manager), Ffion Fielding (Academi Heddwch), Tessa Salt (Venue Officer).
- You are welcome to join our **WCIA Team Meetings, 10.30am Mondays fortnightly** on Zoom if you would like to gain a perspective into the wider work of WCIA Wales-wide.

Getting Things Done – Tools and Logins

Google Drive / Docs – Save & Share your Work as you Progress

Please login and use WCIA's 'Wales for Peace' account to save any material whilst on placement – this is critical for WCIA / other team members (present and future) to be able to use your work!

Account: walesforpeace@gmail.com Password: [REDACTED]

Google Drive - <https://drive.google.com/drive/u/1/my-drive?ths=true>

Google Docs - <https://docs.google.com/document/u/1/>

Google Sheets - <https://docs.google.com/spreadsheets/u/1/>

Please add particular instructions on *how* to use the information, prominently in any document (for example, if you have used Tabs in a spreadsheet)

WCIA Website - Wordpress

The Wordpress Content Management System is the most widespread [CMS in the world](#). See 'Feature articles' above, and very 'in-depth' [User Manual here](#) – but its basic functions are similar

to MS Word. Login via <https://www.wcia.org.uk/wp-admin/> or <https://www.wcia.org.uk/my-account/> using your own personal **login** that will be set up for you (below).

Username Password:

Once you have a login / access, Craig will offer dedicated mentoring and training on the WCIA website, specific to the needs of your tasks / projects.

Digitising Archival Documents (using phone / laptop / device)

Most heritage organisations use People’s Collection Wales as a permanent / non-commercial sector resource. WCIA also have a Flickr Pro account (→ [Albums](#) / [Collections](#)) which has an easy [Phone App](#), however this is less dependable long-term.

1. **Selection** – sort through materials first, only digitise items that a) have clear research value and b) will not breach copyright (ie they are WCIA’s to publish – or our predecessors)
2. **Photography**– smartphones are easy, we also have a flatbed scanner for high res capture.
3. **Filenames** – save all ‘useful’ documents using a logical, searchable name format (ie date-document-page-content - eg ‘*1925 -Church Leaders' Peace Appeal America-P2-signatories.jpeg*'). Save in an easily accessed folder (eg on desktop or in images).

Publishing Digitised Materials

4. **Login** to PCW: Account Walesforpeace@wcia.org.uk, password
5. **Upload** files (from process above) – ‘[how to upload](#)’ instructions, as individual pages, or multipart documents (ie for more than 1 page – make sure they’re in order!).
6. Insert clear **Title, Description and Tags**: should immediately convey Who, What, Where & When (usually, in that order). You can add extra context / information after uploading.
7. **Metadata**, Ownership & Copyright. These *can* be left blank, but *should* be filled in to enable users to find the material in online searches.

Curating Online Collections

8. **Plan** first what you want to curate: why? What’s the purpose / message - and audience.
9. On PCW (or Flickr / other sites), from ‘[collected](#)’ tab ‘make a new... **collection**’; select 3-5 key items to ‘front’ the collection; Create a title & description explaining purpose (above); link to most appropriate a WCIA page for more info.
10. **Publish**, once moderated (approved) the Collection will appear in listings, and you’ll be able to add other materials to it.

Timelines

1. What is your purpose, how do you want users to ‘use’ the timeline? What tool works best; a Bullet list with links, a Powerpoint slide / illustration, an Excel spreadsheet with links, an interactive online visual through Knightlab, Sutori...
2. **Knightlab** ([WCIA example](#) + [spreadsheet](#)) – Using [instructions](#), Save Excel spreadsheet on (Wales for Peace) Google Sheet;
 - a. upload & [publish](#), then amend (spreadsheet) as needed till happy with appearance
 - b. email completed timeline link to craigowen@wcia.org.uk
 - c. copy ‘[share link](#)’ code into web page you are editing.
3. **Sutori** (eg [Peace & Goodwill message](#) timeline)

Video Clips and Features – Youtube

Login using Google, Wales for Peace gmail account (above)

WCIA has [100s of short films](#) from 2015-present day, mostly volunteer-produced using camera phones and simple app-based software, across a wide range of WCIA’s work. Start by checking what already exists – is there material you could re-use? Our [Hidden Histories Toolkit](#) has a lot of useful pointers (‘[create](#)’ and ‘[edit](#)’ sections). For heritage briefs, key things are usually:

1. create a **storyboard and script**, focused on the *heritage story* in question, and keep it short – 2-3 minutes (5 max). I find it handy to *create a table* with storyboard ‘sections’ down LH side, middle column for script contents, and RH column for imagery ([example](#)).
2. use archival records to tell the story, but these can be dry so **illustrate with images** from WCIA archives or Google / online searches (seek ‘*creative commons*’ copyright);

3. KISS, Keep it Simple – avoid musical, design or narrative styles that might limit audiences, or ‘force’ emotion (eg sad music on war, Comic Sans fonts for children - ugh)

Output Briefs – what will I produce?

There are a number of heritage ‘tasks’ that most volunteers and placements will produce at some point. Here’s a very quick summary of what would be expected for each – ‘standards’ or ‘specs’. Remember, what you create will be used publicly – so **write for the end user / purpose**, & keep things simple. If you were trying to use / learn from this resource, what would you need to know?

Pen portrait – short feature for WCIA website about *you!* C. ½ side A4: include photo, intro / background (where grew up, what studying), personal interests, existing heritage experience / specialist topics, what you hope to gain from placement (transferable skills / experience).

Archives listings – boxes **onsite**: 1 side A4 (stick to box), colour coded by collection, prominent title (40 pt font), Contents summary (16pt font). Base this on **online [Archives catalogue](#)**; review & summarise what’s in box (main folders, types of material, organisation(s) and dates) and make sure *online catalogue and offline box contents* match (especially if moving / reorganising items)!

Catalogue listings – linked above, Google login to edit documents. Key issue is to update the online record whenever you physically move anything – eg curating a thematic book collection, or doc archives – so future users can find it. Be careful about *deleting* catalogue content, and don’t alter the column headings – these are set up / ordered for upload to specific websites!

Appraisal and Selection of unsorted materials (mostly in attic): Under close supervision / knowledge guidance of Heritage Advisor, boxes will be sorted and moved for a) disposal / recycling; b) transfer to other organisations; c) accession to other archives (NLW / SCOLAR / GA); d) integration into Temple Archives listings (appraised for value of heritage content); e) Council Chamber and handling collections, for identified ‘jewels’ of potentially high use material.

Collections Guide – This should be a short Word doc (up to 4 sides of A4 - whether the collection is 5 or 50 boxes!), printed as an A5 booklet and saved on ‘Wales for Peace’ Google docs / drive. The purpose is to help users find *items of interest*, so they should explore thematically (there are existing [Finding Aids](#) for organisational collections);

- Eg a ‘Global Education’ Collections Guide might explain scope of 100 years’ archives from [CEWC](#), Cyfanfyd, WLNU, WCIA (including materials stored elsewhere eg NLW in Aberystwyth); the main sections of library books / relevant publications; and links to digitised materials - so a teacher / educationalist can find what they need.

Digitised Archives – Most important thing is online users need to be able to FIND this material. It should have a clear title, description, and tags / metadata; and be organised into a curated collection that brings together materials that ‘tell a story’. The story description itself should be short – 3 paragraphs – and link to the WCIA website for more info.

Timeline – simple once you know, these are great for interactive illustration / visitor info, where there is a chronology / progression sequence of events (for example a series of campaigns, annual reports or a travel diary). See [WCIA example](#) and [Peace & Goodwill message](#). The spreadsheet driving the Timeline should be saved on Wales for Peace ‘Google Sheets’, all entries should be complete / publishing-ready, and the web address URL of the published Timeline emailed to craigowen@wcia.org.uk.

Short film on Youtube – WCIA has [100s of short films](#) from 2015-present day, across a wide range of WCIA’s work. Outputs will be a video clip published on WCIA’s Youtube channel; a backup MPEG file and ‘assets’ folder (images, docs etc) on Google Drive or Sharepoint; and a saved copy of your storyboard and script documents. ‘How To’ information is given below; the ‘brief’ for

clips on heritage issues should specify a) the topic or 'hidden history' being explained – don't veer off this! b) the key purpose / audience for the clip; c) deadline / planned usage date(s), plus draft input and & 'signoff' deadlines several weeks in advance. The Storyboard and Script are often the most useful docs and easiest for others to comment on.

Feature Article on WCIA site – feature articles about aspects of WCIA's heritage, enable users to navigate to and understand the material you've produced (see [International Volunteering](#) example). Although WCIA has curated some very [in depth feature stories](#) over the years, most features should initially be short, succinct (1-2 sides of A4), focused on the **hyperlinked archives** / resources (within the article text, and using 'rollover boxes' at the bottom) and the **story that connects them**. You can embed photos, videos, downloadable documents, timelines and many other resources for people to use – the more relevant, the more useful. **Tone** should be objective, factual and balanced – it's an information resource, not an opinion piece.

Placement Review on WCIA website – we ask all volunteers to write a short feature (about 1 side of A4, [see examples](#)) at the end of your placement, showcasing: a) results of your work (with links to the **outputs** you've produced) and b) reflecting on what you've **learned** (using your timesheets / work experience diary). You'll be able to use this 'online legacy' for future roles, job applications etc, and many employers may 'google' you – so it's worth making it good!

Some 'Tops Tips' from previous Placements

1. Focus time and energies on the **final output(s)** of your project: what are you producing? Be wary of going down 'rabbit holes' that aren't relevant (especially if they look interesting!)
2. Research and invest time in finding out **what has already been done** on your project brief / topic area. Don't spend weeks creating something that is already online (if only I'd googled it...); or come up with a 'bright idea' that has already been happening for years (have WCIA ever thought of putting things on Eventbrite? Oh... they are).
3. Put all **meetings in your phone diary** (and work sessions / task deadlines) well in advance, set reminders and do not miss or turn up late to things involving WCIA staff – mostly part-time and travel long distances, so diaries are busy and rescheduling can be difficult / costly.
4. **Bite sized chunks** – break every task into doable chunks that you can complete with each placement day. I find the '[pomodoro technique](#)' handy: set 20-25 minute pieces to complete, set timer and 'go!' – then take a break / cuppa, and move on to the next stage.
5. **Always Save** your work, in the cloud using a WCIA login so you / others can access it in future (in case of loss) - and also so public users aren't accessing your personal files / stores once published / shared.
6. **Digital distraction** – don't waste time on phone / social media etc whilst in placement hours – if using for research / posting, focus on the task at hand; resist the urge to scroll...!
7. **Build in creative 'Team' time** – the best ideas usually come from chatting with colleagues. Build in time for this, and do it –ask questions, debate options, find out others' experiences / approaches, get creative, draw pictures / tables together etc.
8. **3 key Messages** – whether for meetings, mentoring / project management 121s, or explaining what you're doing to public, family or friends, give some thought in advance to your '3 key messages': among all the random stuff and 'background noise', what are the 3 *key things* most useful for people to know about what you're working on / progress.
 - a. In WCIA team meetings we often break this down into a 'joy' from last week, a 'challenge' for this week, and an 'ask' for support / input from the wider team.
9. **Keep a record** of your work, so you can learn and reflect, report on progress, and write up your diary / feature article at the end!
10. **Enjoy your work experience!** If you are finding tasks tough or pushing your skills / knowledge boundaries, ask for help from the wider team – and use google to find out how other people have tackled tasks, find templates to adapt, etc.