



Role Description: **LGBTQI+ History Officer (Volunteer)**

Organisation: OUT North East

Location: ONE Centre, Unit 2B Stonehills, Pelaw, Gateshead, NE10 0HW and community based in North-East England

In-person, hybrid or remote role: This is a hybrid role, though there is an expectation that volunteers will be largely based in the ONE Centre.

Reports to: Volunteer and Outreach Manager.

Time commitment: Approximately 8 hours per month.

Days: Flexible.

Who are OUT North East?

OUT North East is a leading LGBTQ+ charity and community organisation in the North East of England focused on promoting equality, inclusion, wellbeing and community connection for LGBTQ+ people, their families, friends and allies through support services, events, advocacy and awareness-raising programmes. Based at the ONE Centre in Gateshead, it offers safe spaces, practical help, social activities and outreach work to reduce isolation and strengthen community ties. In addition to its core services, OUT North East organises the Summer of Pride festival series, which are free Pride celebrations and events delivered across Gateshead, Sunderland and South Tyneside. These are held over the summer period, bringing together diverse communities for family picnics, concerts, creative days, and other inclusive events that celebrate LGBTQ+ life and promote visibility and belonging.

Role purpose:

The LGBTQI+ History Officer supports the development of an LGBTQI+ history archive connected to OUT North East and the ONE Centre. This role focuses on preserving, celebrating and sharing local and regional LGBTQI+ histories through interviews, digital archiving, community storytelling, talks, guided tours, podcasts, and history-focused events. The volunteer will help ensure that LGBTQI+ voices, experiences, and activism across the North East are documented and accessible for future generations. The role combines research, community engagement, stakeholder engagement (such as local museums) and creative programming.

Key responsibilities:

- Support the creation and development of an online LGBTQI+ history archive.
- Assist in gathering stories, oral histories and community contributions.
- Help develop, organise and catalogue historical materials (with staff oversight).
- Support the development of podcast episodes focused on LGBTQI+ history.
- Engage community members to share lived experience and historical reflections
- Help organise LGBTQI+ history talks, exhibitions, and themed events, at the ONE Centre.
- Promote history-related content through approved digital channels.
- Identify key regional moments, milestones, and activists, for inclusion.



- Work collaboratively with staff and volunteers to ensure ethical and inclusive storytelling.

What the role is not:

- It is not an academic research post.
- It does not involve publishing content without staff approval.
- It is not a formal archivist position.

Skills and qualities needed:

- Interest in LGBTQI+ history and community heritage.
- Excellent communication and listening skills.
- Strong research skills.
- Respect for confidentiality and sensitive lived experiences.
- Organised and detail-oriented.
- Able to learn software and hardware with training offered (for example, podcast software).
- Committed to equality, diversity and inclusion.
- Passionate about preserving and celebrating community stories.

Experience in history, research, media, or storytelling is very welcomed.

Support and training:

Volunteers will receive:

- Induction and safeguarding training.
- Ongoing supervision and check-ins.
- Clear escalation procedures for concerns.
- Opportunities for further training and development.

Impact of the role:

LGBTQI+ History Officers help:

- Preserve the rich history of LGBTQI+ communities in the North East.
- Strengthen intergenerational connection.
- Increase visibility of regional activism and lived experience.
- Build pride and belonging through shared heritage.
- Create a lasting digital legacy for the ONE Centre and OUT North East.

Safeguarding and confidentiality:

All volunteers must:

- Adhere to OUT North East safeguarding policies, as well as other policies and procedures.
- Respect confidentiality at all times.
- Complete any required training prior to starting, or during their time as a volunteer.