

Volunteer Project 78, Institutional Archive and Records Volunteer

Role	Institutional Archive and Records Volunteer
Purpose	<ul style="list-style-type: none"> To assist the Records Officer with a project to provide access to NAM's archive collections.
Responsible to	Records Officer
Times / Dates	One day a week, 9.30am – 3.30pm for 3 months. One placement available, preferably Friday.
Location	National Army Museum, Stevenage, Hertfordshire.
Tasks	<ul style="list-style-type: none"> Digitisation of archive material and related description work. Inputting data into the Collections Management System database. Audit and stocktaking tasks. Repackaging and listing of archive material.
Skills	<p>Would suit someone who:</p> <ul style="list-style-type: none"> has a good standard of written and spoken English. is able to work independently and as part of a team. is methodical with very good attention to detail. has excellent interpersonal and communication skills. has good ICT skills (word-processing, database and spreadsheet applications). is able to lift up to 6kg and perform tasks handling fragile material. has a basic understanding of the importance of record keeping and archives, and the work of a museum. has an interest in British military history.
Support and Training	<ul style="list-style-type: none"> Full in-house training will be provided, including site induction, Health & Safety, Equality & Diversity, task specific training, training in computer applications as required; and basic introduction to archive skills relevant to the tasks. Expenses: reasonable out of pocket travel expenses to and from Stevenage, and reimbursement for a sandwich lunch.

	<ul style="list-style-type: none"> • Volunteers' Handbook and regular feedback meetings.
Benefits	<ul style="list-style-type: none"> • Opportunity to develop practical knowledge and skills in aspects of archives and digitisation. • Working as part of a friendly and dedicated team. • Contributing to the long-term preservation of the nation's heritage.
Interested?	This opportunity is open to anyone aged 18 and over.
Closing Date	Friday 16 March 2018 at 12.00pm (Noon).
For an Application Form	https://www.nam.ac.uk/volunteer