

Role Description

West Sussex Record Office (WSRO) Volunteer

General description of Duties

To assist Record Office staff to complete various projects.

Skills Required

- Literacy (English language) and numeracy.
- Organisational skills.
- Methodical worker.
- Computer literate (basic).

Ideal Volunteer

- Interested in Local History and/or Family History.
- Understands the need for accuracy and consistency.

Details of Duties

Will vary according to the project.

Regularity of Duties

Will vary according to the project.

Guidance and Support

The WSRO Volunteer Co-ordinator/Archivist will provide guidance, support and can be contacted with any queries.

Training and Equipment

WSRO Volunteers will receive training relevant to the project on which they are working. There will also be an introduction to the Record Office.

Disclosure and Barring Service check (DBS)

A DBS check is not required for this role.

References

The name of one person should be given, who would agree to provide a reference, if required. This will be someone who has known you in a personal, work or voluntary capacity for at least three years.

Other Information

Volunteers will be required to:-

- Have a valid Archives Card.
- Sign the attendance register on arrival and departure.
- Wear a Volunteer ID badge at all times.