

## **Role Description – West Sussex Record Office (WSRO) Volunteer**

### **General description of Duties**

To assist Record Office staff to complete various projects.

### **Skills Required**

- Literate (English language) and numerate
- 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 and 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.

### **Criminal Records Bureau check (CRB)**

A CRB 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 CARN Readers Ticket
- Sign the attendance register on arrival and departure.
- Wear a Volunteer ID badge at all times.