# Volunteer Role Description

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<tr>
<th>TITeL:</th>
<th><strong>Volunteer Archives Assistant</strong></th>
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<td>REPORT TO:</td>
<td>Charles Kelham, Borough Archivist</td>
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| LOCATION: | Doncaster Archives, King Edward Road, Balby, Doncaster DN4 0NA  
This role may involve some tasks in confined spaces. |
| PURPOSE OF THE ROLE: | To assist in general in the operation of the public service that Doncaster Archives provides, and especially to help facilitate access to the information held at the Archives by improving and adding to catalogues and by retrieval of documents for public use. |
| ACTIVITIES | • Cataloguing, indexing, marking up, and packaging archival material in accordance with internationally recognized archival standards and Doncaster Archives’ custom and practice;  
• Retrieving records from the strongrooms for public use in the reading room;  
• Re-keying typescript catalogues as electronically-stored files and to enter data into the CALM cataloguing system;  
• Answering written queries from members of the public;  
• Volunteers may be asked to undertake other duties where necessary within the scope of this role. |
| TIME FRAME | Volunteer opportunities at Doncaster Archives are ongoing.  
Volunteering can take place on a day that suits both the Archives and volunteer.  
Doncaster Archives is open Monday-Friday: **9.15am to 12.45pm & 2pm to 4.45pm** |
| OUTCOME | Providing access to the evidence for Doncaster’s past is what the Archives Department exists to do: the volunteer will have helped to improve the accessibility of this evidence and the quality of service provided by the department will have benefited thereby. |
| ABOUT YOU | • An interest in history  
• IT skills  
• Knowledge or willingness to acquire knowledge of the history of local government  
• Experience in using a public record office preferred, but training is available.  
• Familiarity with pre-20th century handwriting would be useful, but training is available  
• Experience in a discipline relating to any part of the holdings of Doncaster Archives, such as history, geography, the law, the Church, engineering, business, architecture, photography would be beneficial |
| WHAT WE OFFER | • The chance to go behind the scenes at Doncaster Archives  
• A chance to broaden, indulge, and share an enthusiasm  
• Archival experience for those wishing to apply for a place on an ARA-recognized archives course |
| DONCASTER HERITAGE SERVICES  |
| VOLUNTEER ROLE DESCRIPTION  |

- A chance to learn and develop the skills required for historical enquiry and in particular to become familiar with the origins, purpose, structure and meaning of the raw materials of historiography,
- Work experience placements for school and university students
- A chance to meet new people and share your passion and skills with staff and other volunteers, including regular volunteer socials and get-togethers
- CV and skills enhancement with references for long term volunteers working with us for more than 6 months
- Travel expenses up to £5 per day will be available to volunteers.
- On-going training opportunities
- Support from Doncaster Heritage Services staff