

ST HELENS BOROUGH COUNCIL

St Helens Library Service

ROLE DESCRIPTION

Role: Archive Volunteer
Responsible to: Heritage Officer / Senior Archive Assistant

Purpose of the Role:

This role supports St Helens Archive Service including the National Lottery Heritage Fund project 'Creative Underground', launched as part of St Helens Borough of Culture in 2023.

Your role may include working with archive collections to carry out digitisation, re-packaging, indexing or other tasks in relation to archive documents, as well as assisting at events to gather feedback from the public, carrying out data entry, as well as working with

The role may include working with laptops, scanners, and other technical equipment. Full training will be provided.

Duties and Responsibilities:

- To undertake training as identified.
- To carry out tasks which may include:
 - Locating and retrieving archive documents
 - Repackaging material
 - Using equipment to scan items
 - Speaking to the public
- To assist at events
- To engage with the public
- To be a positive advocate and member of St Helens Archive Service
- To undertake other appropriate tasks as agreed
- To comply with the Volunteer Handbook and Council Policy

One day per week (normally 10am-3pm) would be the minimum desired commitment.

Travel expenses are reimbursed.

We welcome applications from individuals who may wish to volunteer in a specific area of this role for any reason.

For more information and to apply please contact archives@sthelens.gov.uk 01744 671748