Archive Volunteer

RESPONSIBLE TO: GSAP Community Development Officer

LOCATION: The FORGE-Northside Archive Discovery Centre
Unit 20 Northside Village Centre, Glengalllagh Road, Derry, BT48 8NN

PURPOSE:
To provide support in helping to build a local digital archive using past and current residents of the Greater Shantallow Area and local groups collections of old photographs, negatives, documents, audio and film pertaining to the Greater Shantallow Area, inclusive of Galliagh, Shantallow, Carnhill, Culmore, Pennyburn and Ballynashallog.

BENEFITS OF THE ROLE:
Unique opportunities to get involved with the creation of an important digital archive for the Greater Shantallow Area with access to the collection

Volunteering can help you to develop your skills and provide work experience as a route into employment, further studies or to enhance personal development. Volunteering can be a way to make new friends and use your existing skills productively.

WHAT SORT OF PEOPLE ARE WE LOOKING FOR?
We want to enable all sorts of people to become involved with our work in caring for, and making accessible, the historic collections in our care.

We are especially interested in volunteering applications from people with the following skills and attitudes:

- Enthusiasm for history
- The confidence to ask questions if you’re not sure about anything
- The ability to listen to and follow instructions
- Good concentration skills
- Attention to detail
- A sensible, responsible attitude
Archive Volunteer

- The ability to work on their own initiative and as part of a team.
- To attend training designed to enhance personal skill levels, thereby assisting the development of the Centre.

DESIRABLE REQUIREMENTS

- Basic IT skills
- Basic understanding of cataloguing and creating databases

Neat handwriting and a willingness to do simple tasks on a computer would also be advantageous.

Expenses

If you are volunteering on-site at the Centre, we will pay travel expenses up to the value of a day’s bus pass, with proof of purchase.

If you are volunteering on-site, we will not cover lunch costs, as there is a kitchen in the building.

If you are volunteering off-site, reasonable out-of-pocket expenses will be considered. Reimbursement will be dependent upon our financial resources and your production of receipts.

TYPE OF SUPPORT/TRAINING AVAILABLE

- Training in scanning equipment and use of database

HOURS: min 4 hours per week

The Greater Shantallow Area Partnership operate an equal opportunity policy and welcome applications regardless of sex, marital status, religious belief or political opinion.