



The Bishop's Palace maintains an archive of material for cultural and historical reasons. It contains information that is of interest not only to us, but also to researchers from a variety of fields of knowledge. Our archive collection is unique to us and needs to be carefully stored and managed. Amongst other things, it tells stories relating to The Bishop's Palace and its former residents and it documents events and activities. What we do today becomes the archive of tomorrow so maintaining The Bishop's Palace archive is on-going and involves volunteers.

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| <i>Title</i> | Archive Volunteer |
| <i>Report to</i> | Robin James |
| <i>Key internal contacts</i> | Siobhan Goodwin –Community Engagement Manager– co-ordinates recruitment and training, helps other department heads to look after their volunteers. All volunteers can approach the Volunteer Coordinator, as well as his/her named supervisor. Gemma Palmer – Community Engagement Assistant |
| <i>Purpose of role</i> | To work in conjunction with the responsible Manager to maintain and keep up-to-date The Bishop's Palace archive. To assist the responsible Manager in obtaining new material that needs to be archived. |
| <i>Key tasks – What the Palace Trust expects from the Archives Volunteer</i> | Doing the role <ul style="list-style-type: none"> • To ensure the current archive is maintained • To list and catalogue new archive material • To ensure that new archive material is stored appropriately. • To digitise the current archive catalogue and making it a searchable resource Training and Development <ul style="list-style-type: none"> • Attend training and workshop days relevant to the role, learning how to archive material. Anticipated time contribution <ul style="list-style-type: none"> • At least one half day per month or more as required • To volunteer for at least six months or as agreed with the Responsible Manager. |

For more information contact: Siobhan Goodwin, Community Engagement Manager, tel: 01749 988111 x202), email: siobhan.goodwin@bishoppalace.org.uk

Archives Volunteer

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| | <p>Dress code</p> <ul style="list-style-type: none">• No particular dress code, but be prepared to wear protective clothing for object handling <p>Confidentiality</p> <ul style="list-style-type: none">• All office-based Palace Trust volunteers are requested to sign a confidentiality agreement in relation to Palace Trust matters. |
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