



**Archives & Records  
Association**  
UK & Ireland

## **Voluntary and Paid traineeships for Archives and Records Management in the UK & Ireland**

Below are the details of both voluntary and paid work experience and graduate traineeships offered by Archive and Records Management services in the UK and Ireland.

Please note that this list is of posts that are regularly provided and whose service has contacted us to be included. There may therefore be other opportunities for paid work in archives and/or records management in your area that are not on this list. Such posts are often advertised in the local press as well as the ARCHIVES-NRA Emailing list for archival issues and opportunities in the UK. You can join this mailing list by going to its subscription page at; <https://www.jiscmail.ac.uk/cgi-bin/webadmin?A0=archives-nra>.

**N.B. Please pay attention to the date of advertisement for any post you are interested in as many of the below services have strict timetables in terms of recruitment and do not accept speculative CVs at any other times of the year. If you are in any doubt over the details provided below contact the person given for each post to find out more.**

There may be ad-hoc voluntary opportunities for archives and/or records management work experience in your area that are not on this list. Contact Archives and Records Management services in your area to see what might be available.

The Archives Online Directory (<http://www.nationalarchives.gov.uk/archon/>) has the contact details of the majority of UK and Irish archive services, arranged helpfully by the same regions as below. Many Archive services also have sister Records Management services, so the ARCHON Directory can also be of use for those interested in acquiring records management experience.

**East Midlands Region**  
**Cotesbach Educational Trust**

Sophy Newton  
Cotesbach Educational Trust  
Cotesbach Hall  
Nr Lutterworth  
Leics LE17 4HX  
[cotesbacharchive@gmail.com](mailto:cotesbacharchive@gmail.com)  
01455 552697

**Main duties/opportunities**

Cotesbach Educational Trust is seeking student volunteers to join a team already working on an archive cataloguing project at Cotesbach Hall. The archive is to be on indefinite loan to the CET from the Marriott family, and includes correspondence documents and visual material relating to the management of Cotesbach Estate which the family has owned since 1759, important theological material with strong links to the Oxford Movement, WW1 primary source material and much more. The placement would involve working with Modes Compact software and shared databases as we build up the digital information supporting the archive, working both in Excel and with Gedcom files, importing and adding to data using Family Historian software. Creative and up-to-date input including social networking is a necessary step forward as we work towards our wider aim of making the archive accessible to a wide range of people through educational programmes designed for the CET once it is up and running (see [www.cotesbachschoolhouse.org.uk](http://www.cotesbachschoolhouse.org.uk)).

**Number of posts:** 1 voluntary post from September /regular commitment 1 or 2 days a week for 6 months initially

NB own transport needed but can be reimbursed

**Voluntary Opportunity**

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**London Region**  
**Bank of England Archive**

Mike Anson, Archives Manager  
Bank of England, Threadneedle Street  
London, EC2R 8AH  
Tel: 020 7601 3388  
Email: [archive@bankofengland.co.uk](mailto:archive@bankofengland.co.uk)  
[www.bankofengland.co.uk](http://www.bankofengland.co.uk)

**Main Duties/Opportunities available:** This is an opportunity for a graduate with an interest in pursuing a career in archives or records management. The Bank is a major financial institution and the placement would suit somebody wanting experience of working in a business environment. As part of the Research Services Team the work is varied and will include cataloguing using CALM. There will be opportunities to attend archive related events.

## **Paid Placement:**

Salary: c £22000

This post will be advertised on the Archives-NRA mailing list. Speculative CVs or enquires received outside the recruitment campaign are not accepted.

The Bank of England Archive does not currently offer any voluntary opportunities

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## **London Region**

### **British Jesuits Archives**

[Jesuit Archives](#) | [British Jesuit Archives](#) | [United Kingdom](#)

**Main Duties/ Opportunities:** The placement is intended to give an introduction to archives and an overview of the work done, and is an ideal opportunity for those considering a career in the archives profession and seeking some practical experience. We will give you a tour and an introduction to the archives and all the team will be prepared to discuss their roles and experiences with you and answer any questions you may have. There may be a variety of tasks for you to do, which may include box listing, sorting, cataloguing using CALM, cleaning and repackaging archives, helping with enquiries and visitors and other outreach activities, such as writing blog posts.

Location: 114 Mount Street, London, W1K 3AH

Duration: Flexible. It can be a short term, e.g. one or two week, placement or a continuing weekly commitment, depending upon your availability and experience and according to the nature of the project.

Salary: As this is a volunteering position there is no remuneration offered. For those days during which you volunteer with us we are able to offer a maximum of £15 per day to reimburse travel costs. Copies of all relevant receipts must be provided for accounting purposes.

How to apply: If you are interested, please send a statement detailing why you are interested in this post, any relevant experience you have and thoughts on your future career in the archive profession, to the Archivist, Rebecca Somerset at [archives@jesuit.org.uk](mailto:archives@jesuit.org.uk).

For more information or to have an informal chat about the opportunities we can provide, please contact Rebecca Somerset at [archives@jesuit.org.uk](mailto:archives@jesuit.org.uk) or 020 7499 02853.

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## **London Region**

### **National Theatre Archive**

NT Studio, The Cut, SE1 8LL  
+44 (0)20 7452 3136  
[www.nationaltheatre.org.uk/archive](http://www.nationaltheatre.org.uk/archive)  
[archive@nationaltheatre.org.uk](mailto:archive@nationaltheatre.org.uk)

**Main Duties/Opportunities available:** The NT Archive operates a rolling scheme offering voluntary, unpaid work experience placements. We like to offer volunteers a variety of work so that they gain an

understanding of archives and then set an individual project so that they can have a sense of ownership and fulfilment in completing a task. Our induction session allows volunteers an understanding of archive work and the variety of opportunities available in the sector. Tasks may include listing, cataloguing using CALM, improving finding aids, conducting research, repackaging, and dealing with enquiries. Volunteers are expected to be able to work well both independently and as part of the archive team.

Aside from voluntary opportunities the paid NT Archive Assistant post is advertised every September on the NRA list. This is a one-year post for a trainee who intends to pursue a career in archives administration or records management.

Duration: Please contact the NT Archive for further details.

Voluntary Opportunity

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## **London Region**

### **The Baring Archives/ING**

Clara Harrow  
Art & Archive Manager

T +44 (0)20 77 67 67 21  
E [clara.harrow@ing.com](mailto:clara.harrow@ing.com)

### **Main Duties and Responsibilities of Role**

- Assisting the Art & Archive Manager with the collections, including environmental checks, stock checks, and supervising visiting researchers
- Assist with the provision of an enquiry service for internal stakeholders and external researchers
- Oversee the ordering of art reproductions for long service awards
- Develop the catalogue for the ING UK art collection and the Baring Archive
- Assist in the preparation documents for digitisation
- Assist with and develop communities on ING's internal and external social media platforms
- Develop good working relationships with colleagues from the wider Communications and Brand Experience team, Art and Archive Committee UK, the Trustees of The Baring Archive and the Art Management department in Netherlands
- Provide general support for the activities of the Communications and Brand Experience team, and any other tasks as directed by the Art & Archive Manager

### **Career Potential**

This role provides an excellent opportunity to gain experience working with a corporate art collection and business archive. It will provide solid experience for those wishing to apply for an MA in Archives

and Records Management and for those seeking to pursue a career in the management of corporate collections.

The role is part of ING's intern programme run in conjunction with ELBA. For full details of the programme visit <https://eagles.org.uk/ing-programme/> where the role is usually advertised from February/March onwards each year.

Number of posts: 1 internship

Duration: Full time 9.00 am - 5.00pm

Paid Opportunity – October -June

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## London Region

### Guardian News and Media Archive

**Philippa Mole**

Head of Archives

Kings Place, 90 York Way, London N1 9GU

[+44 20 3353 3304](tel:+442033533304)

[archives@theguardian.com](mailto:archives@theguardian.com)

#### Main Duties/Opportunities available:

- Shadowing staff to observe enquiry, environmental monitoring, digital preservation work etc.
- Working independently, but with full professional support, on repackaging, listing and cataloguing projects

This would be a particularly good opportunity for anyone looking for an early introduction to archives, or with an interest in photographic collections.

Number of posts: dependent on staff availability

Duration: min 5 working days, max 10.

Voluntary Opportunity

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## London Region

### Transport for London Corporate Archives

Tamara Thornhill, Corporate Archivist

Transport for London Corporate Archives

Transport for London

5 Endeavour Square

London, E20 1JN

Email [corporatearchives@tfl.gov.uk](mailto:corporatearchives@tfl.gov.uk)

**Primarily a remote placement with the option of 2-8 days per month in the office**

**Main Duties/Opportunities Available:** modular based remote learning with modules covering transcription, oral history, enquiries, digital cataloguing. Placements can complete 1 module or more. If office option is taken up this could involve any of the following: repackaging of original material, reconciliation of original material, editing and enhancement of catalogue entries using CALM software, changing closure status of catalogue records, cataloguing of physical material, appraisal, scanning, writing of exhibition narratives and captions, accession listing.

**Number of posts:** Variable. Interested individuals are asked to contact the Corporate Archivist

**Duration:** Flexible, from 2 weeks placement to continuing weekly commitment dependent upon volunteers availability and experience

Voluntary Position. If attending office, lunch and travel expenses provided within reason

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## London Region

### Royal Botanic Gardens, Kew

<http://www.kew.org/library/>

Kiri Ross-Jones  
Archivist  
Royal Botanic Gardens  
Kew, TW9 3AE  
020 8332 5476  
[k.ross-jones@kew.org](mailto:k.ross-jones@kew.org)

**Main Duties/Opportunities available:** Archives Graduate Trainee. This is a one-year post for a trainee who intends to pursue a career in archives administration or records management. The trainee will assist with the full range of archival and records management activities, including dealing with enquiries and readers, repackaging and cataloguing, and will participate in several projects.

Number of posts: 1

Duration: 1 year

Salary: c. £17,729

Also voluntary posts available in the Archives throughout the year

Number of posts: No more than 3 volunteers at any one time

Duration: To be arranged

Voluntary Opportunity

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## London Region

### V&A Archives

Archives Section  
V&A Museum  
Cromwell Road  
London  
SW7 2RL  
Email: [archive@vam.ac.uk](mailto:archive@vam.ac.uk)

**Main Duties / Opportunities available:**

The V&A holds the archives of individuals and organisations relating to art, design, performance and the history of the museum. The V&A Archives include the institutional archive known as the V&A Archive and Registry, the Archive of Art and Design, the Theatre and Performance Archives and the Young V&A Archive.

V&A Archives have an ongoing volunteer programme offering unpaid experience working alongside the archive team. Volunteers will have induction sessions to the various operations undertaken by the section. They will be allocated a supervising archivist and assigned specific tasks for the duration of their placement.

Tasks may include listing, re-housing, sorting, appraising, basic cataloguing, collection management tasks and projects as they arise. Volunteers are expected to be able to work well both independently and as part of the archive team.

Duration: minimum of 20 working days, full or part time.

When applying, please indicate if you have a preference of collection to work with.

Voluntary Opportunity

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**London Region**

**The Royal Society for the Encouragement of Arts, Manufacture and Commerce (RSA)**  
[www.thersa.org/about-us/history-and-archive/archive](http://www.thersa.org/about-us/history-and-archive/archive)

Evelyn Watson  
Head of Archive and Library  
RSA  
8 John Adam St  
London  
WC2N 6EZ  
020 7451 6847

**Main Duties/Opportunities available:** Assisting with the full range of duties in a small but busy archives, records management and library service. The post holder will focus in particular on public service duties, and a substantial proportion of his/her time is spent supervising the reading room and answering enquiries from the public and staff.

Number of posts: 1 post available every two years Duration: Contract runs Sept-Sept every two years  
Salary: £14,850

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**London Region**

**University of London, Senate House Library**

Richard Temple, Archivist Senate House Library Malet Street  
London  
WC1 7HU

0207 862 8473

[richard.temple@london.ac.uk](mailto:richard.temple@london.ac.uk) or [shl.specialcollections@london.ac.uk](mailto:shl.specialcollections@london.ac.uk)

**Main Duties/Opportunities available:** Box and item-level listing

Number of posts: To be negotiated

Duration: To be negotiated

Voluntary Opportunity

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## North West Region

### Mountain Heritage Trust

David Johnston-Smith  
Collections Manager  
Mountain Heritage Trust  
Blencathra Field Centre  
Threlkeld  
Keswick  
Cumbria, CA12 4SG

The contact details are: [collections@mountain-heritage.org](mailto:collections@mountain-heritage.org) or 01768 779911

### Opportunities available:

Projects will vary depending on organisational activities but we will make reasonable efforts to match a suitable project to the volunteer's interest. Typical activities could include: listing records in our CALM database, records repackaging, outreach activities support. We will also provide all volunteers with a general introduction to the work of the Mountain Heritage Trust.

Duration: The Mountain Heritage Trust is able to offer a one-two week placement (Monday to Friday) each year to someone interested in pursuing a career in archives or heritage collections management.

Salary: Voluntary position. We are not currently able to provide travel expenses. Tea, coffee and biscuits are provided.

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## North West Region

### Sedbergh School Archive and Heritage Centre

Katy de la Riviere, Archivist  
The Archive and Heritage Centre  
Sedbergh School  
Back lane, Sedbergh  
Cumbria, LA10 5BX  
01524 239410  
[kdlr@sedberghschool.org](mailto:kdlr@sedberghschool.org)

**Main Duties/Opportunities available:** Experience can be tailored to cater to the interests and experience of each candidate. Possible duties involve digitising records, updating catalogues and box lists, conducting enquiries, assisting readers in the searchroom, performing basic conservation and



preservation, surveying archival and artefact collections around the school site, producing archive education resources.

Number of posts: 3 volunteer positions are available at any one time.

Duration: Unlimited, any commitment is considered from three hours a week upwards. Please note that the archive is open three days a week during term time with more limited opening during school holidays.

Voluntary Opportunity

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### **North West Region**

#### **Unilever Archives and Records Management**

**Website:** <https://www.unilever.com/our-company/our-history-and-archives/>

Short term voluntary positions are available either on a one day per week basis over 8-10 weeks, or in full time blocks of 1-2 weeks. The voluntary placements cover both sides of the service, we ensure volunteers experience archive and record management projects. Recent volunteers have been involved with cataloguing collections of photographs, various records management project work and shadowing professional staff.

We also offer a virtual volunteer project, which is ideal for those who work full time or cannot commute to our office to take part.

Full induction, training and supervision are provided for all volunteers and provides a great opportunity to gain experience in a busy corporate environment.

Contact: Victoria Howard, Archivist & Records Manager

Email: [archives@unilever.com](mailto:archives@unilever.com)

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### **North West Region**

#### **Unilever Archives and Records Management**

**Website:** <https://www.unilever.com/our-company/our-history-and-archives/>

Contact: Nicola Hubberstey, Archivist & Records Manager

Email: [archives@unilever.com](mailto:archives@unilever.com)

#### **Main Duties/Opportunities available:**

A 1 year paid placement within the Unilever Archives & Records Management Team for graduates interested in pursuing a career in Archives and/or Records Management. The nature of the work is varied and involves answering enquiries, inputting data into the archives and records management databases, promotion of the service via social media and exhibition design, cataloguing and digital preservation. The position provides thorough training in all aspects of the profession.

Number of posts: 1

Duration: 1 year (running from August/September to August/September, posts advertised in May on the Archives Jiscmail)

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## North West Region

### Archives: Wigan & Leigh

Archives: Wigan & Leigh  
Leigh  
WN7 1DY  
01942 404430  
[archives@wigan.gov.uk](mailto:archives@wigan.gov.uk)

#### Main Duties/Opportunities available:

- **Visitor Engagement Volunteers** – The visitor engagement volunteers meet and greet visitors and help at events, talk about local history, answer questions.
- **Learning Volunteers** – The Learning Volunteers facilitate school visits. Children visit the archives and learn about local history in a hands-on way. They interact with items and real-life history. Much of this work is facilitated by the volunteers. This role may be subject to a DBS check.
- **Family History Volunteers** – These volunteers help with family history enquiries. Visitors will come to the archives with queries around their ancestry, and the volunteers help track these individuals down. This service offer is entirely volunteer led. Volunteers from Leigh Family History Society support the delivery of the helpdesk, they man the desk, train new volunteers and have delivered bespoke sessions.
- **Collections Volunteers** – They transcribe, digitise and clean the archive every day. This helps maintain the accessibility of the archive, and helps to sustain it for future generations.
- **Digitisation volunteers** - The digitisation volunteers use the new conservation studio to take high quality images of the archive collection, increasing the accessibility of the collection and increasing public awareness of the collection through our social media channels.
- **Virtual Volunteers** – This was a newly created role for 2021. These volunteers transcribe records at home most days of the week, and the volunteers are predominantly young people. This exciting new volunteering role is part of our work to improve accessibility and the opportunities on offer for volunteers

Number of posts: Six

Duration: Flexible

Voluntary Opportunity

## Northern Region

### Durham County Record Office

Durham County Record Office  
County Hall Durham DH1 5UL  
0191 383 4211  
[record.office@durham.gov.uk](mailto:record.office@durham.gov.uk)

**Main Duties/Opportunities available:** Varied experience of archive work, including cataloguing, numbering, packaging, enquiries and education work.

Number of posts:

Duration: By arrangement with the County Archivist

Voluntary Opportunity

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## Scotland Region

### Highland Council Archive Service

<https://www.highlifehighland.com/archives-service/>

Highland Archivist  
Highland Archive and Registration Centre  
Bught Road, Inverness, IV3 5RZ  
01349 781130  
[archives@highlifehighland.com](mailto:archives@highlifehighland.com)

**Main Duties/Opportunities available:**

Highland Archive Service offers trainee archivist posts at all of its archive centres which includes support to undertake an Archives and Records Management qualification through distance learning. The trainee moves into a qualified archivist post once they have completed their studies. In addition; based at the Highland Archive and Registration Centre in Inverness there is a paid traineeship for a Trainee Records Officer.

Number of posts: 5 paid traineeships (4 of which move into a qualified archivist post once studies completed)

Duration: The Trainee Records Officer is tenable for four years maximum. Other posts are permanent, moving into a qualified archivist post once studies completed.

Salary: Various

When Advertised: No set time – it depends when the posts become vacant.

## Scotland Region

### Centre for Research Collections, University of Edinburgh

Potential supervisors: Depending on volunteer role  
Centre for Research Collections  
University of Edinburgh Main Library  
30 George Square  
Edinburgh  
EH8 9LJ

Further information and contact details: [laucvolunteering@ed.ac.uk](mailto:laucvolunteering@ed.ac.uk)  
Webpage: [Volunteers and Interns | The University of Edinburgh](#)

**Main Duties/Opportunities available:** [The Centre for Research Collections](#) offers voluntary placements for those interested in pursuing a career in archives, subject to availability. As the main space to access the University of Edinburgh's cultural and heritage collections, the CRC houses a huge range of archival material, including University records, personal papers, local health records, religious archives, and records of the cultural tradition and folklore of Scotland. Tasks may include indexing (developing skills in handling, palaeography and document analysis), contributing to outreach and collections' research, and basic cataloguing / listing tasks (developing skills in arrangement, description, content management systems and everyday rehousing). Appropriate induction and training are given to all volunteers.

Number of posts: Varies. Placements can be offered throughout the year, subject to availability.

Duration: Usually half a day or one day per week, with duration to be agreed with supervisor.

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## Scotland Region

### North Lanarkshire Archives

Wiebke McGhee  
North Lanarkshire Archives  
North Lanarkshire Heritage Centre  
High Road  
Motherwell, ML1 3HU  
Tel: 01698 274590  
[mcgheewi@northlan.gov.uk](mailto:mcgheewi@northlan.gov.uk)

**Main Duties/Opportunities available:** Main Duties/Opportunities available: Voluntary placements available covering range of archives duties with main focus on listing, indexing and collection care; links with museums and local studies services also possible.

Job description and application process: <https://culturenl.co.uk/volunteernl/>

Number of posts: One at a time

Duration: As required

Voluntary Opportunity

## Scotland Region

### Royal Highland Agricultural Association (RHASS)

Alison Taylor  
RHASS , Royal Highland Centre , Ingliston, Edinburgh, EH28 8NB  
Telephone Number: 0131 335 6214  
E-mail Address: [alison@rhass.org.uk](mailto:alison@rhass.org.uk)  
[www.rhass.org.uk](http://www.rhass.org.uk)

#### **Main Duties/Opportunities available:**

RHASS has been established since 1784 and is the respected standard bearer for farming and rural industries in Scotland. The volunteer archivist will have an induction session to the operations undertaken by the department. They will be allocated a supervising librarian and assigned specific tasks for the duration of their placement.

Tasks may include listing, re-housing, sorting, appraising, cataloguing, collection management tasks and projects as they arise. This includes preparation and cataloguing of materials for the forthcoming digital library project. Volunteers are expected to be able to work well both independently and as part of the RHASS team.

Number of posts: one  
Duration: 2 days per week for 3 months  
Voluntary Opportunity/Paid Placement:  
Voluntary - Payment of travel expenses negotiable

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## Scotland Region

### The Ballast Trust

Kiara King, Archivist  
The Ballast Trust  
18-20 Walkinshaw Street  
Johnstone  
PA5 8AB

[Kiara.King@glasgow.ac.uk](mailto:Kiara.King@glasgow.ac.uk) | 01505 328488 | <http://www.ballasttrust.org.uk/>

The Ballast Trust is a charitable foundation established in 1987 that provides a rescue, sorting and cataloguing service for business archives with an emphasis on technical records such as shipbuilding, railway and engineering plans, drawings and photographs.

**Main Duties/Opportunities available:** experience working with business archives and in particular the technical records of business. Projects include box-listing, cataloguing and digitisation as well as the potential for promotion of collections through social media.

**Number of posts:** Generally one placement at a time dependent on capacity.

**Duration:** Flexible; full or part-time by arrangement

Voluntary opportunity and travel expenses are provided.

## Scotland Region

University of Glasgow Archive Services  
2<sup>nd</sup> floor  
13 Thurso St  
Glasgow  
G11 6PE  
0141 330 5515  
[archives@gla.ac.uk](mailto:archives@gla.ac.uk)

**Opportunities available:**

**Un-paid placements:**

See <https://www.gla.ac.uk/myglasgow/archives/about/supportourwork/workexperience/> for the work experience opportunities available to current and former University of Glasgow students.

**Paid Graduate Traineeships:**

Across University of Glasgow Archives & Special Collections we currently offer three one-year traineeships per year, starting on 1<sup>st</sup> August, at salary grade 3.

More information is available at: <https://www.gla.ac.uk/myglasgow/archives/archivists/> ; there will be an announcement there and on the archives-nra list when advertising opens (usually c. April).

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**South East Region**

**The Mills Archive**

Nathanael Hodge  
The Mills Archive  
Watlington House  
44 Watlington St  
Reading RG1 4RJ  
[archivist@millsarchive.org](mailto:archivist@millsarchive.org)

**Main Duties/Opportunities available:** At interview, potential volunteers will be asked about their interests, experience and skills so that they can be matched with an appropriate project. Possible projects include listing, digitising, repackaging and cataloguing archives, and publicising our collections through social media and printed material. Free coffee and biscuits are provided.

Duration: Flexible and unlimited, generally available throughout the year. Any commitment is considered but volunteers must be prepared to commit to at least one full day a week (10:00-15:00) for a minimum period of two months in order to ensure completion of the specific archive project which they would be set.

Voluntary Opportunity

## South West Region

### Somerset West Heritage Trust: Somerset Archives and Local Studies

Esther Hoyle  
Somerset Heritage Centre  
Brunel Way  
Norton Fitzwarren  
TAUNTON, TA2 6SF  
[somersetarchives@swheritage.org.uk](mailto:somersetarchives@swheritage.org.uk)

**Main duties/opportunities:** A range of duties with the Archives & Local Studies team including experience of answering face to face and remote enquiries, collections work, research and preparation of outreach material

Number of posts:

Duration: 1 week to 1 month, usually 2-3 per year depending upon resource levels

Voluntary Opportunity

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## Wales Region

### Bangor University

Archivist  
Archives and Special Collections  
Library and Archives  
Digital Services  
Bangor University  
Bangor, Gwynedd  
LL57 2DG

Telephone Number: 01248 383276

E-mail Address: [archives@bangor.ac.uk](mailto:archives@bangor.ac.uk)

Website: <http://www.bangor.ac.uk/archives>

<https://www.bangor.ac.uk/archives/volunteering.php.en>

**Main Duties/Opportunities available:** Volunteers will take part in a programme of activities that will provide a clear picture of daily work in a small but busy specialist archival repository e.g. box listing, cataloguing, repackaging, data inputting onto CALM and outreach activities.

The ability to speak Welsh is desirable and the individual is expected to be able to work well independently (with the support of staff) and as part of a team. Every attempt will also be made to tailor the work according to the skills and interests of the volunteer.

Number of posts: 2 per year

Duration: Flexible. Any commitment will be considered from half a day per week to full time.

Voluntary Opportunity

## Wales Region

### North East Wales Archives/Records Management Service

Claire Harrington, Principal Archivist

Tel. 01244 532414

Email: [archives@flintshire.gov.uk](mailto:archives@flintshire.gov.uk) David Bridge, Records Manager Tel. 01352 702178

Email: [david.bridge@flintshire.gov.uk](mailto:david.bridge@flintshire.gov.uk)

**Main Duties/Opportunities available:** Flintshire County Council can offer work experience on a voluntary basis in its record office, records management service or both. Both services are flexible and a programme could be put together to suit individual needs.

In addition, Records Management sometimes has paid casual work available. Number of posts:

Duration: Negotiable

Voluntary Opportunity

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## Wales Region

### Conwy Archive Service

Susan Ellis, Archivist & Culture Manager

Conwy Archive Service

Old Board School Lloyd Street Llandudno

Conwy, LL30 2YG

01492 577550

[susan.ellis@conwy.gov.uk](mailto:susan.ellis@conwy.gov.uk)

**Main Duties/Opportunities available:** Archive and modern records work experience, covering day-to-day aspects of both disciplines, e.g. appraisal, cataloguing, use of CALM software, digitisation, search room experience and enquiries.

Number of posts: Only two volunteers can be managed at a time. Duration: Flexible

Voluntary opportunity.