



**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
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).

Number of posts: 1 voluntary post from September 2012/regular commitment 1 or 2 days a week for 6 months initially

NB own transport needed but can be reimbursed

Voluntary Opportunity

London Region
Bank of England Archive

Sarah Millard, Bank Archivist
Bank of England, Threadneedle Street
London, EC2R 8AH
Tel: 020 7601 3388
Email: archive@bankofengland.co.uk
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.

Number of posts: 1

Duration: 51week full time contract running from September to September

Paid Placement:

Salary: c £22,000

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

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

London Region

BT Archives

Anne Archer
3rd Floor, Holborn Telephone Exchange
268-270 High Holborn
London
WC1V 7EE
Telephone Number: 020 7440 4220
E-mail Address: archives@bt.com
Website: bt.com/archives

Main Duties/Opportunities available:

Projects may include repackaging documents, listing records on our Calm cataloguing software, scanning photographic negatives, and researching enquiries.

Number of posts:

Duration: To be agreed with volunteer

Voluntary Opportunity

London Region

HSBC Archives

history@hsbc.com

Tina Staples, Head of Archives
HSBC Group Archives
8 Canada Square
London
E14 5HQ
020 7992 1560
tinastaples@hsbc.com

Main Duties/Opportunities available: A wide variety of tasks, including answering enquiries, cataloguing physical and born-digital records, supervising the searchroom, records retrieval and re-packaging, and outreach (e.g. tours, presentations, website content).

Number of posts: 1-2

Duration: Contract runs from September to September

Salary: c. £23,500

When Advertised: April/May on the Archives-NRA mailing list only. Speculative CVs or enquiries outside the formal recruitment campaign are not accepted. Unfortunately, volunteer work is not permitted.

London Region

Jesuits in Britain Archives

www.jesuit.org.uk/archives-jesuits-britain

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 £6 per day towards your 'out-of-pocket' lunch expenses.

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.

For more information or to have an informal chat about the opportunities we can provide, please contact Rebecca Somerset at archives@jesuit.org.uk or 020 7529 4836.

London Region

National Theatre Archive

NT Studio, The Cut, SE1 8LL
+44 (0)20 7452 3136
www.nationaltheatre.org.uk/archive
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

London Region

Nick Greenwood
International Institute for Environment and Development
80-86 Gray's Inn Road
London, WC1X 8NH, UK
Tel: +44 (0)20 3463 7399

The International Institute for Environment and Development (IIED) is a leader in the field of sustainable development. With over 80 staff based in London and partners around the world, IIED has been at the forefront of policy-making in development for nearly 40 years. IIED aims to provide expertise and leadership in researching and achieving sustainable development at national, regional and global levels. In alliance with others, the institute is working to end global poverty and deliver and sustain efficient and equitable management of the world's resources. For more information, please see www.iied.org David Satterthwaite is one of our Senior Fellows and longest serving member of staff. He is a world expert in his field of human settlements. Over the last 40 years, he has built up a substantial paper archive of materials, including books, papers from conferences, background materials, press cuttings, journal papers and so on. <http://www.iied.org/group/human-settlements>

We are looking for an archivist to work on this archive, catalogue it and turn the non-book material into a digital archive which can then be accessed by practitioners across the world.

This is a new activity for IIED and we are looking for a volunteer who can advise on the project and carry out the archiving task. We will cover travel expenses within the London zone system, and a lunch allowance.

If you are interested in this opportunity, please could you write to me at IIED, setting out your interest, approach and availability. I intend to interview the top candidates over the next few weeks.

Voluntary Opportunity with travel expenses within the London zone system, and a lunch allowance.

London Region

ING Banking

Clara Harrow
Archivist & Art Manager
Corporate Communications

T +44 (0)20 77 67 67 21
M +44 (0)78 33 43 72 41
E clara.harrow@ing.com

Job Specification – [Internship programme](#)

This is not just a role in the Corporate Communications department, this is an internship programme. You will be required to participate in organising charity and social events taking place in the bank as a team. You will also get a lot of support in learning about Wholesale Banking and laying the foundations for a professional future career. We are looking for an enthusiastic team player to get stuck into all of the intern tasks.

UK Corporate Communications is responsible for protecting and enhancing the image of ING in the UK and Ireland through a range of communication methods: media relations, events, branding, advertising, internal communications and corporate social responsibility initiatives. The department also manages the prestigious Baring Archive, a designated collection which is one of the finest archives of a financial institution anywhere in the world.

Main Duties and Responsibilities of Role

Assisting the Art & Archive Manager with the collections, including stock checks, inputting information, developing marketing ideas 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

Developing the database for the ING UK art collection and Baring Archive

Assist and develop communities on ING's internal social media platform

Prepare relevant documents / presentations

Develop good working relationship with colleagues from the wider Corporate Communications team, Art Club, Art and Archive Committee UK and Art Management department in Netherlands

Assist with intern-led high profile annual charity event

General administrative tasks

Provide general support for the activities of the Corporate Communications Department

Undertake any other tasks as directed by the Archivist

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.

Candidate Profile

Essential: A recent graduate or currently in final year of degree

Desirable: Preferably education in history, history of art, archaeology, economics, literature or a related field.

Experience/Knowledge

Essential: An interest in history and business archives and a wish to pursue an MA in Archives and Records Management or a related field.

Desirable: A demonstrable interest in archives, history and art

Number of posts: 1 internship

Duration: Full time 9.00 am - 5.00pm

Paid Opportunity – Sept 2018-June 2019

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

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

London Region
Transport for London Corporate Archives

Tamara Thornhill, Corporate Archivist
Transport for London Corporate Archives
Information Governance
Transport for London
8th Floor Windsor House
42-50 Victoria Street
London
SW1H 0TL
0207 918 4535
Email corporatearchives@tfl.gov.uk

Main Duties/Opportunities Available: editing, listing and repackaging a wide variety of personal, business and public authority-type archives and possibly experience of using the ISAD(G) compliant database, CALM. Additional experience may be gained from working with staff involved in future developments for digital archives. Volunteers are also used to undertake research to compile subject guides for use by the public.

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, with lunch and travel expenses provided London Region

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

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

London Region

V&A Department of Theatre and Performance

While the V&A is moving its collections to a new Collection Store and Research Centre in East London, we have temporarily suspended all on-site volunteer and work experience placements within the V&A's Theatre and Performance Collections

Sabrina Offord

Archivist and Conservation Manager

Department of Theatre and Performance, Victoria & Albert Museum

Blythe House, 23 Blythe Road, London W14 0QX

Email: s.offord@vam.ac.uk

Telephone: 0207 471 9863

Main Duties / Opportunities available:

The V&A Department of Theatre and Performance, which is the UK's national collection of the performing arts, has an ongoing volunteer programme offering unpaid experience working alongside the curatorial team. Volunteers will have induction sessions to the various operations undertaken by the department. They will be allocated a supervising curator 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. Volunteers are expected to be able to work well both independently and as part of the curatorial team.

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

Voluntary Opportunity

London Region

Library of the London School of Economics and Political Science

www.lse.ac.uk

Anna Towlson, Assistant Archivist

London School of Economics & Political Science

10 Portugal Street

London, WC2A 2HD

020 7955 7223

a.towlson@lse.ac.uk

Main Duties/Opportunities available: Full-time Archives Assistant post with a strong focus on customer service. Main duties include search room, enquiries, reprographics, sorting and listing material.

Number of posts: 1 full-time post; part-time posts sometimes also available

Duration: Permanent contracts, but suitable for graduates seeking archives work experience

Salary: c21k for full-time posts; c18k pro rata for part-time posts

When Advertised: No set time – it depends when the post becomes vacant. Full-time post is always advertised in ARC recruitment. All posts are advertised on LSE website and on Archives-NRA mailing list. No speculative CVs will be accepted.

London Region

Natural History Museum

Laura Brown
Museum Archivist
Cromwell Rd, London, SW7 5BD
archives@nhm.ac.uk

The Museum Archives are the definitive record of the history of the Museum; its staff, exhibitions, architecture, collections and scientific activities. We have an on-going volunteer programme and tasks include box listing, entering and updating catalogue information on CALM, basic preservation e.g. repackaging and involvement in outreach activities such as contributing ideas for social media use. Duration: Flexible. The Archives are open Monday to Friday and regular volunteers usually give one day a week 10am to 4pm.

Our volunteer placements are advertised on our [current vacancies page](#), or for more information see the [NHM Volunteer page](#).

Volunteer opportunity

London Region

Royal College of Obstetricians and Gynaecologists

Heather Heath, Archivist
Royal College of Obstetricians and Gynaecologists
27 Sussex Place
Regents Park
London, NW1 4RG
020 7772 6381
archives@rcog.org.uk

Main Duties/Opportunities available:

The College is able to offer voluntary work to graduates wishing to enter a career in archives covering preservation of, and provision of access to, heritage collections. There are opportunities to work with archives and rare books. Tasks may involve repackaging and labelling archive collections, auditing, cataloguing, updating the collections database, Adlib, and researching collections for promotional work. Lunch will be provided in the College cafeteria, together with a refund of travel fares up to London Underground Zone 1.

Please send a CV together with a covering letter including reasons for applying and your interest in the College.

Duration: Flexible, to be arranged according to the nature of the project and commitments of the volunteer.

Voluntary Opportunity

London Region

The Royal Society for the Encouragement of Arts, Manufacture and Commerce (RSA)

www.thersa.org/about-us/history-and-archive/archive

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

When Advertised: May/June in ARC Recruitment and on the archives-nra mailing list.

London Region

University of the Arts London Archives and Special Collections Centre

<https://www.arts.ac.uk/students/library-services/special-collections-and-archives/archives-and-special-collections-centre>

Hannah Grout
University Archives and Special Collections Centre
London College of Communication
Elephant and Castle
London
SE1 6SB
020 7514 9333
archive-enquiries@arts.ac.uk

Main Duties/Opportunities Available: University of the Arts London Archives and Special Collections Centre holds over 30 archives and collections, with particular strengths in film-making, graphic design, the history of printing and sound arts. Archives and Collections include the Stanley Kubrick Archive, the

Tom Eckersley Archive, the Her Noise Archive, the Comic Book Collection and the London College of Communication Archive.

The archive centre offers a number of unpaid voluntary work experience opportunities. These are mainly suitable for individuals interested in pursuing a career in the archives sector. Projects are varied but usually involve listing and cataloguing material, research for social media promotion, undertaking basic repackaging and carrying out improvements or updates to the CALM catalogue. Please contact the archives centre to enquire about volunteering opportunities. Prospective volunteers will be asked to come to the archive centre for a brief chat about their availability, skills and interests and will be matched to projects based on these.

Duration: Flexible, but volunteers generally work one day a week (usually 10am-4pm). Generally volunteers are asked to commit to staying for the duration of a project. Projects vary and can take from 3 weeks to several months.

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 or 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

North West Region

Mountain Heritage Trust

Kelda Roe
Collections Manager
Mountain Heritage Trust
Blencathra Field Centre
Threlkeld
Keswick
Cumbria, CA12 4SG

The contact details are: enquiries@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 are able to offer two one-two week placements (Monday to Friday) each year to people 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.

North West Region

RNIB National Library Service (Royal National Institute of Blind and Partially Sighted People) (near Manchester)

RNIB National Library Service
Far Cromwell Road
Stockport
SK6 2SG

Main Duties/Opportunities available: Cataloguing using CALM, arranging records, indexing records. Sporadically opportunities for involvement in open day events, tours, talks to groups, and oral history interviews will be possible.

Number of posts: One volunteer at a time to allow one on one guidance. Duration: Tasks can be found to suit the available time of the volunteer.

Voluntary Opportunity

North West Region

Sedbergh School Archive and Heritage Centre

Katy Iliffe, Archivist
The Archive and Heritage Centre
Sedbergh School
Back lane, Sedbergh
Cumbria, LA10 5BX
015396 22275
kli@sedberghschool.org

Main Duties/Opportunities available: Experience can be tailored to caterer for 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, producing archive education resources. Accommodation can be provided to volunteers during the school holidays in some circumstances.

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

Duration: Unlimited, and any commitment is considered from 1 hour a week to full time.

Voluntary Opportunity

North West Region

The National Co-operative Archives

www.archive.coop

Sophie Stewart, Assistant Archivist archive@co-op.ac.uk

The Co-operative College
Holyoake House, Hanover Street
Manchester, M60 0AS
Tel: 0161 819 3034
Fax: 0161 246 2946

Main Duties: Volunteers do cataloguing, enquiries or are asked to help in any research/outreach projects we may be involved in. Besides working in the archives there is also the opportunity to work from home

Duration: one day a week basis or for a block of two or three weeks

Voluntary Opportunity

North West Region

Unilever Archives and Records Management

Website: <https://www.unilever.com/about/who-we-are/our-history/unilever-archives.html>

Jacob Corbin
0151 641 2572
jacob.corbin@unilever.com

Main Duties/Opportunities available:

The nature of the work will be varied, involving cataloguing, answering enquiries, promotion of the service and inputting data into the archives and records management databases. The successful candidate will have the opportunity to develop their archives and records management skills in a supportive environment. Full training will be given in all aspects of the role. There may also be the opportunity to travel to other Unilever sites within the UK.

Number of posts: 2

Duration: 1 year (running from September to September, posts advertised in May)

Voluntary Opportunity/Paid Placement: Paid placement

North West Region

Unilever Archives and Records Management

<https://www.unilever.com/about/who-we-are/our-history/unilever-archives.html>

Victoria Howard, Records Manager - 0151 641 2571

Email: recordsmanagement@unilever.com

Main Duties/Opportunities available:

We are able to offer one-off tours of our archive and records management facilities at our location in Port Sunlight for individuals interested in pursuing a career in archives and/or records management. Tours are scheduled at 3/6 monthly intervals. If you are interested in joining a tour group, please contact us for the next available date.

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

Individuals interested in tours or a voluntary placement should contact Victoria Howard'

Number of posts: Variable

Duration: Variable

Voluntary Opportunity/Paid Placement: Voluntary Opportunity

North West Region

Wigan Archives Service

Alex Miller, Archivist Wigan Archives Service Town Hall

Leigh

WN7 1DY

01942 404430

a.miller@wlct.org

Main Duties/Opportunities available: Voluntary positions are available throughout the year and can include cataloguing, box-listing, repackaging, assisting in the searchroom, supervised appraisal and stock-checking, answering enquiries and involvement with outreach activities.

Number of posts: 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

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

Northern Region
National Railway Museum

Alison Kay, Associate Archivist
Collections Leeman Road York
YO26 4XJ
01904 686236
alison.kay@nrm.org.uk

Main Duties/Opportunities available:

- Assist in the assessing, listing, boxing and sorting of specific archive collections or parts of collections
- Carrying out research using Search Engine
- Add information into our archive database ADLIB for archives
- Assist with basic conservation cleaning tasks
- Provide assistance in stores management as necessary- surveying, logging locations
- Contributing ideas to social media feeds facebook/blogs/twitter

Number of posts:

- Please contact us and we will let you know if we have a vacancy
- If the team is at full capacity we can add you to our waiting list

Duration:

- Regular archive volunteers give one day a week 10.00 – 16.00, we ask for a commitment of at least three months
- There may be short term projects available for block periods of 1-3 weeks

Contact Alison Kay alison.kay@nrm.org.uk for more information

For more information about volunteering at the NRM and all current NRM volunteer vacancies see this website <http://www.nrm.org.uk/NRM/GetInvolved/Volunteer.aspx>

All placements are subject to a successful interview
Voluntary Opportunity

Scotland Region

Highland Council Archive Service

<http://www.highland.gov.uk/leisureandtourism/what-to-see/archives/highlandcouncilarchives/>

Highland Council Archivist
Highland Archive and Registration Centre
Bught Road Inverness IV3 5SS
01463 256444
archives@highland.gov.uk

Main Duties/Opportunities available: Based at the Highland Archive Centre in Inverness: Trainee Archivist
Trainee Records Officer Trainee Conservator Genealogy Trainee
Number of posts: 4 paid traineeships

Duration: Each post is tenable for four years maximum

Salary: Various

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

Scotland Region

Lothian Health Services Archive

www.lhsa.lib.ed.ac.uk

Potential supervisors: Louise Williams, Archivist / Alice Doyle, Access Officer
Lothian Health Services Archive
Centre for Research Collections
Edinburgh University Library
30 George Square
Edinburgh
EH8 9LJ

Further information and contact details: <http://bit.ly/1LvSdDY>

Main Duties/Opportunities available: Organised through the Centre for Research Collections, LHSA operates a rolling scheme offering voluntary placements for those interested in pursuing a career in archives. Tasks may include indexing (developing skills in handling, palaeography and document analysis), contributing to LHSA outreach with blog content, and basic cataloguing 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 are offered throughout the year, subject to availability.

Duration: Half a day or one day per week, for up to one year.

Scotland Region

National Library of Scotland, Manuscript Collections

Alison Metcalfe, Senior Curator, Manuscript
Collections
National Library of Scotland
George IV Bridge
Edinburgh
EH1 1EW
0131 623 3874
a.metcalfe@nls.uk

Main Duties/Opportunities available: Main duties include sorting, arranging and describing manuscript material.

Number of posts: Generally one placement at a time. Volunteers are asked to send a CV and a reference which will be kept on file until an opportunity arises. They will be invited to meet staff before voluntary work is formally offered.

Duration: Negotiable; full or part-time by arrangement

Voluntary Opportunity

Scotland Region

North Lanarkshire Archives & Records Management

Fiona Hughes (for Records Management)
Wiebke McGhee (for Archives)
North Lanarkshire Archives & Records Management
CultureNL Ltd
North Lanarkshire Heritage Centre
High Road
Motherwell, ML1 3HU
Tel: 01698 274590
hughesfi@culturenl.co.uk
mcgheewi@culturenl.co.uk

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

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
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

Scotland Region

The Ballast Trust

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

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. Volunteers are asked to get in touch with the archivist to discuss their requirements and available projects.

Duration: Flexible; full or part-time by arrangement

Voluntary opportunity and travel expenses are provided.

Scotland Region
University of Glasgow

University of Glasgow Archive Services
2nd floor
13 Thurso St
Glasgow
G11 6PE
0141 330 5515
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 1st 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).

Scotland Region
West Dunbartonshire Council Archives

Chris Cassells, Archivist
Libraries & Cultural Services
Library HQ
19 Poplar Road
Broadmeadow Industrial Estate
Dumbarton
G82 2RJ

Email: christopher.cassells@west-dunbarton.gov.uk

West Dunbartonshire Council Archives hold the area's council, business and community records from 1373 to the present day including the 'Sewing Machine Collection & Singer Archive', a recognised Nationally Significant Collection.

Opportunities available: Short term voluntary placements available to work on digitisation and oral history projects relating to the 'Sewing Machine Collection & Singer Archive'. Full training provided. General archive volunteer placements also available working on boxing, listing and indexing.

Number of posts: Variable

Duration: As required

Voluntary Opportunity

South East Region

Commonwealth War Graves Commission

Andrew Fetherston, Archivist
Commonwealth War Graves Commission
2 Marlow Road
Maidenhead
Berkshire
SL6 7DX
01628 507132
Email recruitment@cwgc.org

Main Duties / Opportunities available: This post is designed as a post-graduate trainee position for individuals looking for a range of experience prior to undertaking a qualification in archives and/or records management.

Number of posts: 2

Duration: 1 year fixed full time contract from May to May

Paid Placement:

Salary: £20,000

The posts will be advertised January/February on the Archives-NRA mailing list only. Speculative CVs or enquiries received outside the recruitment campaign are not accepted.

South East Region

Middle East Centre Archive, St Antony's College, Oxford

<http://www.sant.ox.ac.uk/mec/meca.shtml>

Debbie Usher
Archivist
Middle East Centre Archive St Antony's College
Oxford OX2 6JF
debbie.usher@sant.ox.ac.uk

Main Duties/Opportunities available: The main experience offered is in cataloguing. Training is provided and experience gained in cataloguing a small collection. In addition to cataloguing, volunteers can also gain experience in digitisation, repackaging and retroconversion of catalogues. Training and experience is also offered in using the cataloguing software Adlib for Archives.

Number of posts: Arrange with Archivist

Duration: Arrange with Archivist. For cataloguing a 2 week period is the recommended minimum.

Voluntary Opportunity

South East Region

The Mills Archive

Nathanael Hodge
The Mills Archive
Watlington House
44 Watlington St
Reading RG1 4RJ
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 East Region

The Rothschild Foundation (Hanadiv) Europe

www.rothschildfoundation.eu

Robin Nobel
Programme Grants Officer
Academic Jewish Studies and Jewish Heritage Grant Programmes
Windmill Hill, Silk Street
Waddesdon
Aylesbury, HP18 0JZ
R.Nobel@rothschildfoundation.eu

The Rothschild Foundation (Hanadiv) Europe seeks an energetic and efficient intern to work on a new pan-European initiative. The candidate should have some experience with archives or records management and he or she should also possess a keen interest in international and particularly European archives. An interest in Jewish history is also desirable, but not required. He or she should have solid organisational and IT skills; some experience in basic website development would be a bonus.

The intern will be expected to commit ten hours per week to this project for a minimum of 4 months. In return, the Foundation will be able to offer a modest stipend, as well as reimbursement on all travel and food expenses.

Please send CVs and covering letters to Ms Robin Nobel, R.Nobel@rothschildfoundation.eu .

Voluntary Opportunity

South West Region

Royal Voluntary Service

www.royalvoluntaryservice.org.uk/archiveandheritagecollection

Matthew McMurray BA(Hons) MA MLitt
Keeper of Heritage
Royal Voluntary Service Heritage Collection
Unit 1a Bath Road Business Centre
Bath Road
Devizes
SN10 1XA
Telephone: 01380 730211

e-mail: matthew.mcmurray@royalvoluntaryservice.org.uk

archive@royalvoluntaryservice.org.uk

The Royal Voluntary Service Archive & Heritage Collection was formed in 1958, the organisation's twentieth anniversary, to gather together and keep safe records which were of long term historical importance.

Since then the Archive & Heritage Collection has been collecting material both from within the organisation and from our volunteers around the United Kingdom and overseas to tell the amazing story of over one million women and men who have given extraordinary service to their communities and helped shape British society.

We are seeking enthusiastic graduate volunteers to help provide support for cataloguing and development programme of a nationally important collection for women's history. In addition to research and project work involved in the charities services and activities, the opportunity will be available to participate in creating the archival structure of the collection as well as learning about and using the CALM cataloguing software and operating an archival enquiry service.

Number of posts: up to 2 at any one time

Duration: Any commitment is considered but we would ask that volunteers be prepared to commit to at least one full day a week (10:00-16:00/09:00-15:00 (Mondays, Tuesdays, or Thursdays)) for a period of six months.

If you are interested in applying, please send a copy of your CV and a one page statement detailing why you are interested in the post to Jennifer Hunt archive@royalvoluntaryservice.org.uk. For an informal discussion about the post please contact Jennifer Hunt.

Voluntary Opportunity

South East Region
The Bedford Estates

Nicola Allen
Archivist
The Bedford Estates
Bedford Office
Woburn
Bedfordshire
MK17 9PQ
Telephone: 01525 290 333

The Bedford Estates Archive is an internationally important collection. The wealth of archives, dating from the 14th century, record the history of the Russell family in the personal and political papers of the Earls and Dukes of Bedford and their estate papers. The department also manages the modern business records of Woburn Abbey, Woburn Golf Club, Woburn Safari Park and London Estate and advises on data protection compliance.

Available now (July 2021): we are looking to recruit an Archive Apprentice – Level 3.

You will have the opportunity to support the activities of a busy support whilst gaining a vocational qualification. The post will contribute to customer service provision, library accessioning and archive cataloguing. The post holder will develop a working knowledge of cataloguing software and become familiar with a range of information resources.

Find out more: www.woburn.co.uk/job-vacancies/vacancies

South West Region
Wiltshire Heritage Museum Devizes, Wiltshire
www.wiltshireheritage.org.uk

Volunteer Co-ordinator
Wiltshire Heritage Museum
41 Long Street
Devizes Wiltshire SN10 1NS
(01380) 727369
archive@wiltshireheritage.org.uk

Main Duties/Opportunities available: We are a designated collection archive and rare book library with material relating to Wiltshire history and archaeology. A variety of volunteer experience is offered, including reader enquiries, searchroom experience, cataloguing, handling, re-boxing and basic preservation.

Number of posts: Various (from August 2010) Duration: Flexible
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

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

Wales Region

Bangor University

Ann Hughes
Archives and Special Collections
Library and Archives
Bangor University
Bangor, Gwynedd
LL57 2DG

Telephone Number: 01248 383276

E-mail Address: archives@bangor.ac.uk

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

Main Duties/Opportunities available: Volunteers will take part in a programme of activities that will provide a clear picture of work in a small but busy specialist archival repository e.g. box listing, cataloguing, repackaging, data inputting onto CALM, answering queries, assisting in search room, 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/Paid Placement: Voluntary Opportunity

Wales Region

North East Wales Archives/Records Management Service

Claire Harrington, Principal Archivist
Tel. 01244 532414

Email: archives@flintshire.gov.uk David Bridge, Records Manager Tel. 01352 702178

Email: 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

Wales Region

West Glamorgan Archive Service

www.swansea.gov.uk/westglamorganarchives

Mr Kim Collis, County Archivist
Civic Centre
Oystermouth Road
Swansea, SA3 4AB
01792 636589

Westglam.archives@swansea.gov.uk

Main Duties/Opportunities available: The post-holder undertakes a range of archival duties including working in our three public service points, cataloguing and indexing and preservation work.

Number of posts: 1 post available each year

Duration: Starts September for no more than 12 months

Salary: £14,733 per annum

When Advertised: Recruitment takes place in June.

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

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