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|  | ROLE DESCRIPTION:Assistant county archivist |

## **Role**

To assist the county archivist with all aspects of looking after the county archives.

## **Personal Qualities**

Have a passion for guiding, the history of the organisation, and a keen interest in archiving.

Prior knowledge of archiving is not required.

## **Responsible to and working with**

County Archivist and Heritage consultant

## **Expenses**

Claimed from county treasurer

## **Responsibilities**

1. Be a county point of contact for volunteer enquiries regarding our archives.
2. Work with the county Archivist to ensure that the county archives are catalogued, preserved and stored correctly.
3. Assist in appraising new materials and documents.
4. Support the archivist in arranging for items to be lent to volunteers within the county, and the subsequent retrieval of those items.
5. Work with the archivist to ensure that the work of the archive team is publicized within the County
6. Meet regularly with the archivist (this can be done virtually)
7. Liaise with the archivist to request any expenditures required before going ahead with any activity involving a cost to Girlguiding.
8. You must be over 18 and willing to become a member of Girlguiding (if not already)
9. You must be willing to undertake Safe Space level 1 training (e-learning course)
10. You ideally will have access to transport
11. Some manual handling is necessary in this role
12. This role is suitable for a job share

**\***Reappointment is not automatic