

Archive Volunteer Role Description

Purpose of the role:

To help explore and conserve Sharpham's rich heritage by researching, collating, identifying and cataloguing Sharpham papers, photos, artefacts and memories, under the general direction of lead archive volunteer Lynette Gribble.

Main tasks/activities:

- To computer catalogue documents, artefacts, images and maps
- To provide cross-references across catalogues and reference research already carried out
- To help research avenues of the history and heritage of the Sharpham Estate, its people and locale
- To assist in other relevant ad-hoc duties, including assisting at open days to bring our research to the public.

Knowledge and experience:

- No experience necessary, though an enthusiasm or interest in history and research is desirable
- Expertise in an area of heritage could be useful
- An understanding of Sharpham's policies, aims and objectives

Skills and behaviour:

- Willingness to work on a computer in an office based environment or to pursue research
- Attention to detail and an enquiring mind, to work collaboratively.
- Enthusiasm and willingness to learn and participate, good humour

Main point of contact:

Maya Herbolzheimer, Volunteer and Engagement Officer, 01803 731802,
volunteer@sharphamtrust.org

Supervision for archive tasks and research: Lynette Gribble, gribble@denecottages.entadsl.com

Location:

Sharpham Trust office, Sharpham House, Ashprington, Totnes, Devon, TQ9 7UT

Hours:

Generally Tuesday 9.45am – 4pm, or Thursday 9.45am – 1pm, to be agreed with supervisor.
Refreshments provided, tea break at 11am (20 mins) and lunch at 1pm (30 minutes).

Training:

Equipment provided. Training and instructions will be provided on an ad-hoc basis.

Visit us here: www.sharphamtrust.org

 SharphamTrust