

Norfolk Record Office - Volunteer Role

Title	Indexing post 1857 wills
Location	Norfolk Record Office (NRO) at The Archive Centre
Time	At least three hours each week
Purpose	<p>To extract names, dates and places from post 1858 will registers, in order to enhance the NRO's catalogue and improve access to this valuable family history source.</p> <p>Probate records, such as wills, contain a wealth of information about people, their families, property and possessions.</p>
Length of volunteering opportunity	This project is expected to last for at least six months.
Duties	<ul style="list-style-type: none"> • To extract the names and parishes of people mentioned, with dates of the documents, and to enter details to a spreadsheet. • To check completed spreadsheets of other volunteers (if required).
Skills /experience/ personal qualities	<ul style="list-style-type: none"> • Ability to use a basic spreadsheet (Microsoft Excel) • Ability or willingness to learn how to read nineteenth and twentieth century handwriting • An aptitude for accuracy • Ability to work independently.
Training we will provide	<ul style="list-style-type: none"> • Introduction to the Norfolk Record Office searchroom • Introduction to indexing post 1858 wills • Document handling training.
Health and Safety within the role	No significant risks have been identified within this volunteer role. However, your supervisor will tell you about basic health and safety awareness during your induction. They will make you aware of any health and safety responsibilities within the building in which you will be volunteering.
NRO supervisor	Hannah Verge/Jenny Watts/Belinda Kilduff
Review date	A review will take place after 4 sessions
Additional information	Two named referees will be required for this volunteer role.