

Norfolk Record Office Volunteer Role

Title	Education and Outreach
Location	Norfolk Record Office (NRO)
Time	Variable, but opportunities include term time, school holidays and outside normal office hours.
Purpose	To assist the Education and Outreach (E&O) staff of the NRO preparing and running events and workshops.
Length of volunteering opportunity	Ongoing
Duties	<ul style="list-style-type: none"> • To assist with preparing craft materials for use in school holiday activities. • To assist with the running of group visits, by helping to display the documents, and ensuring that members of the group don't get left behind on the tours. • To help promote the NRO at various events both inside and outside The Archive Centre, by handing out leaflets and talking to the public about the work of the NRO. • To set out the refreshments for attendees of various events and workshops. • To help with the administration of workshops and activities, such as ensuring that all attendees have signed in, completed any forms, and have the correct paperwork, if applicable. • Taking and downloading photographs of events. • Carrying out research in the searchroom for forthcoming events and social media, such as the women in history website.
Skills /experience/ personal qualities	<ul style="list-style-type: none"> • Good communication skills, including the ability to present clear and concise information, to both individuals and as a group, if required. • Ability to work with both adults and children. • Good practical craft skills, using a range of materials. • Good photography skills.
Training we will provide	<ul style="list-style-type: none"> • Introduction to the Norfolk Record Office Searchroom • Document handling • Using/downloading from a camera at NRO • Carrying out research in the searchroom • Typical documents held by the NRO
Health and Safety within the role	<ul style="list-style-type: none"> • 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. • Some lifting and carrying will be involved in the role.

	<ul style="list-style-type: none">• A DBS check may be required before the volunteer can begin.
NRO supervisor	Victoria Draper, Education and Outreach Officer.
Review date	A review will take place after 4 sessions
Additional information	<ul style="list-style-type: none">• The hours will vary depending on events and activities at that time. Staff will always give at least two week's notice of an upcoming event. We would ask that you let us know within a week if you are able to help at the event.• Dates and times for preparing materials will be arranged between E&O staff and the volunteer at least one week in advance.