**‘So that they may have life: University Heritage Project’**

**Archive volunteer role description**

**National Lottery Heritage Funded Project**

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| **Role title** | Archive volunteer |
| **Project background** | Plans were announced in 1917 for a new college of higher education in Leicester, as a memorial to the sacrifices made by local people during WW1. Funded by donations from local benefactors and bereaved families, the Leicester, Leicestershire and Rutland University College opened its doors in 1921 to a small number of students drawn from the local area. The College took the motto, ut vitam habeant – “so that they may have life”. This community heritage project will focus on the stories behind the foundation of the University of Leicester, and its subsequent development until 1957 when it was granted its Royal Charter and the right to award its own degrees. |
| **What you will be doing** | Archive volunteers will help with tasks that will improve preservation and access to sections of the archives. This will involve some or all of the following tasks, to be agreed during your volunteer induction: * Listing the contents of files
* Repackaging files to prevent future damage and meet preservation standards
* Transcribing documents
* Selecting material for digitisation
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| **Useful skills, knowledge, and experience for the role** | No prior experience is necessary as training will be provided by the Archives and Special Collections team. Skills and qualities we are looking for are:* Interest in local history and enthusiasm for learning about archives
* Excellent attention to detail
* Attentiveness to the need to handle archival documents carefully.
* Good IT skills
* Ability to follow procedures
* Ability to work with limited supervision
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| **An opportunity to develop** | We are grateful for the vital support that volunteers provide. You will be part of a friendly professional team, and enjoy opportunities for personal and professional growth, including opportunities to develop:* A better understanding of local history
* Experience of working in Archives and Special Collections at the University Library
* Experience to enhance your CV
* IT skills
* Communication skills
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| **Where** | Archives and Special Collections in the David Wilson Library, University of Leicester.Reasonable travel expenses will be paid. |
| **When** | This volunteering opportunity is available weekly from 9.30 am – 4.00 pm throughout 2020. You can volunteer for a morning, an afternoon, or a full day. We hope that volunteers will be able to participate in the project an average of 2 mornings/afternoons a month, for between 2 and 6 months.  |
| **Support** | The named contact for this volunteering opportunity is Charlotte Stokes, Engagement and Outreach Adviser: University Heritage Project. |
| **How to apply**  | To apply for this volunteering opportunity please send an expression of interest to specialcollections@le.ac.uk. Once we have heard from you, you will be invited for an informal discussion. The purpose of this will be to provide you with further information about the opportunity, and for us to find out more about you. You will be able to claim reasonable travel expenses in order to attend.  |
| **Enquiries** | For further information about this volunteering opportunity please contact Charlotte Stokes on:T: 0116 252 2056E: specialcollections@le.ac.ukW: <https://www2.le.ac.uk/library/find/specialcollections> |