

# Heritage Collections Volunteer

## Introduction

The Scout Association's Heritage Collection contains a wealth of material which charts the Movement's development over its 110 year history. The Collection was created in 1918, in response to the founder, Robert Baden-Powell's call to 'Old Scouts' to,

*"...help in the collection we are making of historical records of the Movement. Good photographs of really interesting incidents connected with Scouting are especially in demand, but also records, anecdotes, etc."*

The Collection now contains approximately 250,000 items ranging from uniform, equipment, letters, logbooks and diaries, photographs and film, memorabilia, fine and decorative art, the Baden-Powell family papers and the business archive of The Scout Association (TSA).

## Departmental Structure

The Heritage Service team consists of two full time members of staff; the Heritage Service Manager and the Heritage Collections Officer, and a part-time Heritage Research Assistant.

## Responsibilities

The Heritage Team is looking to recruit volunteers who can work alongside the Heritage Collections Officer to improve collection storage, assist with reconciliation of documentation and help make the collection accessible. Working with the Heritage Team will provide you with transferable skills and experience, and I can promise it will throw up surprises, and fascinating, and sometimes hidden stories.

There are a number of tasks for which we'd like your help!

- An audit of locations and objects.
- Cataloguing (which will involve scanning, object numbering and packing).
- Selecting and digitising works on paper which can be uploaded to the ArtUK website, thereby increasing access to the Collection.
- Data cleaning on the Collections Management Database. In particular working with the acquisition and loan records.
- Repacking/Rehousing objects currently inappropriately stored.

You could work on one task that you have a particular interest in, or spend some time working across several. For the audit work we would prefer two people to work together.

## Skills/Abilities/Experience

For all of these roles we are looking for the following;

Essential	Desirable
<ul style="list-style-type: none"> <li>• High level of accuracy and attention to detail.</li> <li>• Excellent accuracy skills.</li> <li>• Good problem solving skills.</li> <li>• Ability to follow guidelines and procedures precisely and consistently.</li> <li>• Observant, logical and methodical.</li> <li>• Able to work as part of a team, and independently.</li> <li>• Self-motivated, with the ability to persist at sometimes repetitive tasks which require long periods of concentration.</li> <li>• High level of computer literacy.</li> <li>• Excellent written skills.</li> </ul>	<ul style="list-style-type: none"> <li>• An interest in the museum/heritage sector.</li> <li>• Knowledge of, and interest in the history of Scouting.</li> <li>• Object handling experience.</li> <li>• Experience of using databases.</li> </ul>

## Training

All training necessary for the role will be provided, this will include:

- Museum cataloguing
- Writing entries for the collections database
- Entering information onto the database.
- Marking objects with reference information
- How to handle and pack a range of heritage objects.

## Terms

- If you would like to volunteer on a regular basis, we would ask for a commitment to volunteer regularly for a period of three months. After three months, we can both review the situation to ensure you and the Heritage Team are happy with the arrangement.
- The volunteering day is normally 10am – 4pm (this can be flexible as required) with a 30minute lunch break.
- We can reimburse travel expenses up to £15 a day this can either be through mileage claims or public transport tickets. If you don't drive you can get the Gilwell mini bus from Chingford Station at the beginning and end of the day.
- Lunch is available in the Gilwell Café or restaurant.
- Your volunteering tasks will be organised and supervised by the Heritage Collections Officer.
- Before you start volunteering you will be asked to meet the Heritage team for an informal chat about what you want to gain from volunteering.
- We may ask that you supply two references before starting volunteering.
- We will ask you to sign a volunteering agreement before you start volunteering.