

# Volunteer Role

## Archives Volunteer



### Volunteering with the Union Chain Bridge Project

Volunteers are an extremely important part of the Union Chain Bridge project. Our volunteers will be vital for several of our activities including uncovering detailed information through research. Volunteering is a great way to gain experience and develop skills in something you really enjoy, as well as to meet new people and learn about the history and heritage of the area. All our volunteers will be supported by the project team and training will be provided.

### The Union Chain Bridge Project

*Union Chain Bridge: Crossing Borders, Inspiring Communities* is an ambitious project involving the conservation of the historically and internationally significant Union Chain Bridge, and an extensive programme of public engagement funded by the National Lottery Heritage Fund. The project is a partnership between Northumberland County Council, Scottish Borders Council, Museums Northumberland and the Friends of the Union Chain Bridge. In this partnership, Museums Northumberland is responsible for the Volunteer Programme and the delivery of all heritage learning and engagement activities.

<b>Role purpose</b>	<p>Archive volunteers will carry out research using documents held at Berwick Record Office, Paxton House, and the National Records of Scotland. Using digital copies at home, or real copies held in the archives, you will read, transcribe and interpret the contents of the documents. No prior experience is necessary, as all training will be provided.</p> <p>The results of your research will be made available to the public in exhibitions, the Union Chain Bridge website and educational resources.</p>
<b>What the role will involve</b>	<p>Main role:</p> <ul style="list-style-type: none"><li>• consulting original archive sources in local Record Offices</li><li>• consulting online resources</li><li>• extracting and analysing information from their contents</li><li>• collating information on specific themes</li><li>• Contributing to the creation of information packs which can be used for the education and interpretation aspects of the project.</li><li>• creating a legacy archive for the project on the history of the Chain Bridge and the neighbouring communities in England and Scotland.</li></ul>

<b>When</b>	<p>September 2020 - April 2022.</p> <p>To a large extent you will be able to manage your own work schedule with guidance from the project team.</p>
<b>Where</b>	<p>This activity will be flexible in that volunteers will also be able to take part from home remotely but will be expected to keep in regular contact with the co-ordinators.</p> <p>Volunteers will be assisted in accessing archive material at Berwick Record Office, Paxton House and the National Records of Scotland, subject to Covid-19 restrictions.</p>
<b>Requirements</b>	<ul style="list-style-type: none"> <li>• an interest in history</li> <li>• an interest in working with archive material</li> <li>• ability to work on your own and in a team</li> <li>• attendance at appropriate training to develop your skills.</li> </ul>
<b>Our commitment To you</b>	<p>Through this role you will gain:</p> <ul style="list-style-type: none"> <li>• experience of working with archive material</li> <li>• the opportunity to develop your knowledge of local history with a focus on the Union Chain Bridge</li> <li>• experience of working independently, yet as part of a bigger team</li> </ul> <p>We will also reimburse reasonable out-of-pocket expenses such as for travel - see the details in the volunteer handbook</p>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Equality &amp; diversity</li> <li>• Archive Research Skills</li> <li>• Palaeography</li> </ul>
<b>Contact</b>	<p>Carol Whinnom Learning &amp; Outreach Officer</p> <p><a href="mailto:ucb@museumsnorthumberland.org.uk">ucb@museumsnorthumberland.org.uk</a></p>