

Volunteer Role Profile

Role title: Preservation Packaging Project

Hours: Unit QB, Beacon Business Park, Stafford. Mondays 10 -12 and/or 1-3pm.

What is the purpose of this role?

To improve the long-term preservation of our collections and prepare for moving them into the new repositories at Staffordshire History Centre. This will increase the accessibility of the items for many more generations. This supports our long term aims to care for our collections relating to the history of Staffordshire.

What will you be doing within the role? You will be shown how to handle the collections that you are working with. The role involves learning how to make bespoke boxes for oversize items that will not fit into archive standard size packaging. You will ensure that key information is recorded and transferred to new packaging and record data so that staff can then import key information into our catalogue.

What can you bring to this role? You will have an interest in collections care, be detail focussed and methodical, confident looking for and extracting information. You will be computer literate and happy to work within a team. This is a physical role in a warehouse location. Manual dexterity is a must and you must be comfortable with manual handling including items that are heavy at times, you need to be able to lift at least 8kg repeatedly on the day.

At the moment due to our location, we are only able to offer volunteering to people over 18, but this is under review.

What will you gain from this role? You will develop skills in documentation, packaging and handling archive collections. You will work hands on with collections and work with skilled staff. There will also be the opportunity to share skills developed in this project via our blog. Most importantly you will be a key player in the care of our collections.

Expected project duration: Around 12 weeks.

What is happening in our organisation? Staffordshire Archives and Heritage is currently undergoing a major redevelopment. Our collections are nationally important and stretch back over 1000 years. We are made up of Staffordshire and Stoke on Trent Archive Service, Staffordshire County Museum Collection and The William Salt Library. We collect and preserve material that is related to all aspects of Staffordshire Life.

Staffordshire County Council and its partner the William Salt Library Trust, has received a National Lottery Heritage Fund grant of £3,964,000 towards the Staffordshire History Centre project. Bringing together three incredible collections, from the Staffordshire and Stoke on Trent Archive Service, the County Museum and the William Salt Library, the project will create exciting and imaginative ways to connect Staffordshire people and their stories.

Building work on the Staffordshire History Centre is progressing well and we are working from a temporary home in Eastgate House until late 2024.



How can you apply for this role? Any questions about this role or volunteering with our service should be directed to Sarah (Engagement & Access Manager) at sro.volunteers@staffordshire.gov.uk

The role will commence in summer 2024 and potential volunteers will be invited to a site visit to learn more about the role.