

# Volunteer role description

Page 1 of 1



Role details	
<b>Role title</b>	Priory Archive Volunteer
<b>Expected commitment</b>	5 days a week, for two weeks
<b>Accountable to</b>	Priory Affairs Officer

This person will be your main point of contact while volunteering for St John Ambulance. They will provide you with the support and supervision necessary for you to perform your role.

## About St John Ambulance

No one should die because they needed first aid and didn't get it. St John Ambulance (SJA) teaches people first aid so they can be the difference between life and death, and you can help us do this.

## Purpose of the role?

As a Priory Archive volunteer, you will assist the Priory Affairs teams and Museum in collating and archiving citations of individuals who have been admitted to or promoted in the Order. The Priory of England and the Islands is a part of the Order of St John and is responsible for delivery of the Order's charitable mission in England.

## What would you be involved in?

- Filing citations alphabetically, collating documents from different locations
- Repackaging documents with archival standard materials and processes
- Creating an index of all citations processed, using Microsoft Excel
- Treating these confidential documents in a responsible and respectful manner, following all guidelines regarding the dissemination of the information contained therein, in particular the Data Protection Act
- Work within the St John Ambulance IT user policy
- Represent the Priory of England and the Islands and St John Ambulance in a professional manner at all times
- Follow all Priory of England and the Islands and St John Ambulance Policies and Procedures as implemented within the organisation
- Work as part of the mutually supportive team of volunteers and staff
- Any other duties as applicable to your role

## What are we looking for?

- The ability to work independently
- A good working knowledge of MS Office
- A methodical and systematic approach to work
- Excellent written English

## Support and training available?

- You will be given a full induction by a member of the Priory or Museum team. You will also be given the opportunity to attend a guided tour of the museum
- You will be made aware of talks and events taking place at the museum that may be of interest and that will develop your knowledge of relevant subjects, and the Museum and its collection

## Location of this volunteering role?

The volunteers will be based at St John's Gate

## Role specific commitments?

- Attending for agreed shifts and carrying out agreed duties as above.

This role description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Prepared by: Priory and Museum / Volunteering	Date of preparation: January 2016
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