



Volunteering opportunities with *Know Your Place West of England*

Know Your Place West of England is an ambitious digital mapping project covering Gloucestershire, Somerset, Wiltshire and the former Avon area. It will provide unprecedented online access to historic maps and heritage information of the region, building a rich and diverse community resource of local heritage for everyone. The project runs until March 2017 and expands on the very successful *Know Your Place Bristol* website (<http://maps.bristol.gov.uk/kyp>).

The project is funded by the Heritage Lottery Fund, with generous match funding and support from local authorities and heritage groups in the region.

Help us to map the heritage of Your Place

We are working with a number of museums, archives, and heritage groups across the region to select thousands of artefacts from their collections, to be mapped onto Know Your Place. We are recruiting volunteers to help our project partners prepare these artefact records for addition onto Know Your Place. Work will involve adding new information records onto the Know Your Place mapping website, and may also involve database transcription, historic research, digital photography and hands-on collections work.

This is an exciting opportunity for anyone interested in museums, archives, and local history research.

What is required of a Collections Mapping Volunteer?

Volunteers will need:

- moderate IT competence, e.g. retrieving and saving computer files;
- ability to follow instructions and work carefully and methodically with a good attention to detail;
- ability to travel independently to the heritage venue where they will be working;

Volunteers will be required to:

- attend one 1-2 hour training session (dates and venues across the region tbc);
- commit to a minimum of 3 hours work per week;
- be available to volunteer between Summer 2016 and Spring 2017.

Where would I be volunteering?

Volunteers will be trained and managed directly by partner organisations, to work under supervision, on site at their venues.

This is an unpaid voluntary role. Travel expenses for attending induction training will be reimbursed. Travel expenses for attending ongoing volunteer work will not be covered.

How do I find out more?

See overleaf for a detailed description of the role of Collections Mapping Volunteer.

For more information and to apply to this role, contact: Felicia Davies, Project Officer,
kypwestofengland@southglos.gov.uk

Detailed Role Description – Collections Mapping Volunteer

What will I be doing?	<p>Full training for the following will be provided at the relevant partner organisation:</p> <ul style="list-style-type: none"> • Preparing Collections material to be added onto Know Your Place, to the specifications of the partner organisation – this may include database transcription, digital photography, multimedia files. • Awareness of Copyright issues and responsibilities. • Introduction to Using Know Your Place for research of a local area. • Adding new records to Know Your Place. • Participate in feedback and evaluation of the project
How long will it take?	<ul style="list-style-type: none"> • Once you are familiar with Know Your Place and the process, adding new records should take no more than 5 minutes per entry. • Preparatory work to collections will vary in time, depending on the unique requirements of the partner organisation.
What skills/ experience do I need?	<ul style="list-style-type: none"> • Standard computer skills: retrieving and saving files; competent and steady control of mouse and keyboard; copying and pasting; touch typing. • Experience navigating Know Your Place map, zooming in and out, and identifying locations relating to collections record. • Skill in undertaking additional research to assist with mapping collections. • An interest in local history or historic maps is not essential but might make the work more interesting.
What tools will I need for the task?	<ul style="list-style-type: none"> • You will be provided with access to a Computer, desktop or laptop with Broadband Internet connection, at the partner venue where you will be volunteering. • You might find it helpful to bring a pad and pencil with you.
How much time do I have to commit?	<ul style="list-style-type: none"> • Volunteers should be able to commit to a minimum 3 hours per week, the date and time of which to be agreed directly with the partner venue.
What support is provided?	<ul style="list-style-type: none"> • Instruction pack will be supplied at training for you to refer to during volunteering. • Feedback, corrections and suggestions will be provided on the first five collections records you add to Know Your Place. • Supervision by partner venue staff. • You are part of a wider Know Your Place volunteering community, and can share your experience, tips and questions on our password-protected Volunteers Forum. • Regular project updates on the Volunteer mailing list.
What are the benefits of the role?	<ul style="list-style-type: none"> • Learn how Collections material is digitised and shared online. • Work alongside heritage professionals and other local volunteers in a specific heritage project. • Opportunity to assist with other volunteering roles in the project. • Support local history or heritage groups contributing material to Know Your Place. • Improve your understanding of the heritage of your local area.
How do I get involved?	<ul style="list-style-type: none"> • For more information and to apply to this role, contact: Felicia Davies, Project Officer, kypwestofengland@southglos.gov.uk