



Volunteering Role Description

The Records and Testimonies of the South Wales Jewish Community

Jewish History Association of South Wales has been awarded grants from Heritage Lottery and Jewish Historical Society of England to research, preserve, and make publicly available the records and oral histories of the Jewish communities in south Wales.

Archive Research Volunteer

The role will involve:

This role is suitable for a person interested in social history, local heritage, and archives.

The aim of the role is to research and catalogue the historical records relating to Jewish communities in south Wales.

Skills required:

Essential:

- Organised, reliable, and able to deliver a task to a set deadline;
- Attention to details;
- Excellent command of English;
- Working knowledge of Microsoft Office, especially Word and Excel;
- Clear and concise written communication skills;
- Willingness to work as part of a team;
- Willingness to learn and improve your skills.

Desirable:

- Any experience in this type of work would be welcomed and valued but it is not necessary as training will be provided;
- Interest in local history, heritage, and/or archiving.

What you will gain:

- Training in archive research and cataloguing;
- Training in copyright and metadata;
- Accreditation in 'Digitising materials for museums, libraries and archives', Level 2, Credit 3, from Agored Cymru (it is not compulsory to complete accreditation);
- Practical experience in archive research and cataloguing;
- Chance to meet other people and improve your confidence and communication skills;
- Improving your CV and enhancing your employability;
- A reference from JHASW (on delivery of the task).

Additional information:

Location of opportunity: Cardiff.

Start date: 01/09/2018.

Hours: You are expected to commit at least **5 hours per week** to the project.

Travel Expenses: Out of pocket expenses reimbursed.

Pay: Voluntary work.

For application pack and/or more information, please contact: Klavdija Erzen, Project Manager, klavdija.erzen@jhasw.org.uk, 0797 211 3952.