

## VOLUNTEER ROLE DESCRIPTION

### CATHEDRAL ARCHIVE VOLUNTEER

#### Introduction

Dating back to 1180 the original chapel dedicated to Thomas of Canterbury became a parish church in the 14th century and a cathedral in the 20th century. Covering south-east Hampshire, Portsmouth and the Isle of Wight the Cathedral is the centre of a vibrant Christian community offering worship and mission. It acts as the seat of the Bishop of Portsmouth and is a focal point for diocese-wide services and events.

As a volunteer you will join a dedicated team of clergy and lay personnel, both employed and volunteers, who seek to deliver the highest standards of Christian community and service through our daily services and in acting as a venue for exhibitions, concerts and visits.

#### Overview

The Archive includes historic correspondence, financial and administrative records, architect's drawings and specifications, photographs, 35mm slides, maps, pictures and engravings.

In recent years the Archive has been moved a number of times and its content rationalized. Work has been undertaken to arrange the materials in accordance with recognised principles but further development of this is required. Archive material is available to bona fide researchers unless access is restricted by legal requirements or by written agreements with donors.

The Chapter seeks to provide adequate and appropriate conditions for the storage, security and preservation of materials that highlight important aspects of the history and development of Portsmouth Cathedral. Many older records and papers have been transferred to Portsmouth History Centre and Records Office, Hampshire Archives. Individual items are on permanent loan to the National Maritime Museum of the Royal Navy (Portsmouth) and the Pallant Gallery, Chichester.

In addition to the Archives, the Cathedral holds limited collections of books and ephemera in the main building and the South West Tower Room.

#### The Role of an Archive Volunteer

- To assist in the collection, management and conservation of the archived records of the Cathedral.
- To assist in the arrangement, description and availability of the information they contain for administrative and research purposes, according to recognised principles and data protection requirements.
- To inform the Chapter Clerk/Office Manager of any requests for access by the public and process them as agreed.

Encountering God through transformative worship, challenging discipleship, generous hospitality & prayerful engagement.

- To add any available material that highlights important aspects of the history and development of Portsmouth Cathedral, working to an agreed budget.
- To recommend any disposals to the Chapter Clerk for the appropriate approvals to be obtained as required.
- To work with the Research Group to recommend a salvage plan for the archive.
- To report to the Office Manager any requirement for repair materials.
- To report to the Chapter Clerk needs relating to the adequate and appropriate conditions for the storage, security and preservation of *such materials*.
- To investigate with the Office Manager ways of improving digital records and access.
- Within the context of the Administrative Department and Research Group to work towards a rationalization of the various historic collections held within the Cathedral.
- To liaise with other organisations holding historic collections in Portsmouth and Hampshire.
- From time to time, to supervise, with the Office Manager, interns or other placements, interested in working with the Cathedral's collections.
- To bring to the attention of the Chapter Clerk/Dean any material of a sensitive nature.
- To report arrival and departure from the Cathedral Building to the Cathedral Office and to the verger on duty.
- To be aware of Lone Worker issues.
- Adhere to all policies and guidelines of Portsmouth Cathedral.

The previous Archivist worked one morning per week. There is scope for sharing time or different aspects of the role between different volunteers.

### **Responsibility**

As a Volunteer Archivist you will be part of the Administrative team, working on a day to day basis to the Office Manager and ultimately responsible to the Chapter Clerk. It is intended to identify further volunteers to work in the Archive.

### **Role Requirement:**

- General interest in the history of the Parish Church and Cathedral.
- Computer skills including an ability to work with MS Office, digitization and electronic records.
- Working with the Research Group and Administrative Team to produce digital material and to take digital photographs.
- Research and writing skills.
- Accuracy and Attention to detail.
- Creative problem solver.
- Natural curiosity.
- Ability to work alone but also as part of a team.
- Fitness to scale a spiral stone staircase of 50 steep steps.
- In sympathy with the worship and mission of the Cathedral.

### **Training & Support**

- Initial induction will be given by the Chapter Clerk
- Access to the Cathedral IT system will be provided.