



Volunteer Role Description

Role Title:	Collections Inventory Project Volunteer
Role Purpose:	To assist Port Sunlight Village Trust with undertaking an inventory audit of the collections.
Role description:	<p>Volunteers working on this project will likely undertake the following:</p> <ul style="list-style-type: none"> • Methodically work through the collections housed in our store rooms, adding a description of each object to an inventory database on Microsoft Excel. • Carefully handle objects in the museum collection, while completing the above tasks. • Potentially use MODES collections database to undertake provenance research. • There may be an opportunity to assist with inventory marking our collections. • Embody PSVT's core values in your duties at all times. • Maintain organisational confidentiality at all times. • Be part of a team working with other volunteers and PSVT employees in the Heritage Directorate. • Participate in project evaluation to improve the work of PSVT and ensure volunteers are receiving suitable support to carry out roles.
Role reports to:	Catherine Downey, Heritage Manager, Port Sunlight Village Trust
Where:	95 Greendale Road, Port Sunlight.
When	Either a Monday, Tuesday or Wednesday.

	<p>Ideally the project will be undertaken one day per week, between 10am-4pm, but this can be flexible on discussion.</p> <p>A time sheet will be provided to log volunteering hours.</p>
<p>Duration</p>	<p>This volunteer opportunity begins in July 2024 and is a project-specific activity that will run initially for 6 months. After this time, the project and this role will be re-evaluated.</p> <p>Our volunteers are very welcome to join other volunteering opportunities within PSVT. These opportunities will need to be applied for separately.</p>
<p>Requirements:</p>	<ul style="list-style-type: none"> • An interest in and passion for history • An ability to handle collection pieces appropriately, and with care. • Ideally, basic photography skills but this can be taught as part of the project. • Working knowledge of Microsoft Excel, or willingness to learn. • Ability to work with accuracy and attention to detail. • Clear and concise writing style • Comfortable with working independently on a project, and with lone working. • Ability to follow requirements of museum policies and advice from PSVT staff.
<p>Our commitment to you:</p>	<ul style="list-style-type: none"> • We will provide you with a project induction, to introduce you to PSVT and ensure that you are confident in your understanding of the project requirements. • We will provide training on how to safely use any resources that are necessary for the project. • Updates from PSVT through our dedicated staff and volunteer newsletter.

<p>What's in it for you:</p>	<ul style="list-style-type: none"> • Skills and experience in communication, teamwork, and independent working • Working behind the scenes in the museums • Develop skills in working with historic collections • Contribute to an important project for PSVT • Learn more about the unique history of Port Sunlight
<p>Why we want you</p>	<ul style="list-style-type: none"> • To help improve records and knowledge of the objects in our collections.
<p>Notes:</p>	<ul style="list-style-type: none"> • All work produced during this project will belong to PSVT and a Deed of Assignment of Copyright will need to be signed • Reasonable travel expenses – such as parking fees and train fare – can be recovered by our volunteers. This will be a maximum of £15 per day.
<p>For more information contact:</p>	<p>volunteering@portsunlightvillage.com</p>