Archive Volunteer role

Overview of role:

The OU Students Association has a rich 45 year history and in that time, has had several hundreds of thousands of student members.

We have accumulated a vast number of photographs, booklets, campaigning material, letters and the odd artefact during this time, and are looking to catalogue everything and pack for long term curation in the OU’s archive.

With support from the Trustees and the OU’s Archivist, Ruth Cammies, we’ve put together a project to prepare the Association’s archive for deposition with the OU’s archive, to ensure it will survive for the next few hundred years! The OU Students Association Archive Project will take place over two weeks 22–26 January and 29 January–2 February next year, during the time the Association celebrates its 45th birthday. We'd like you to join in, because who knows what we may find!

Essential for role:

No previous volunteering experience will be needed for this role, though you will be methodical, have an enthusiasm for the Association and keen to work in a team. You will be given all the training you need by OU Archive and Association staff in creating an ordered, stable and accessible archive. Just bring yourself!

The archive is not transferrable, so you will need to come to the Milton Keynes campus. A minimum time of half a day will be required, though if you can join us for the week of the project, that would have a big impact on the work required to ensure it passes safely on to future generations of students.

Supported by:

- The Association’s volunteering team.
- The OU’s archivists.

Further details can be found in your volunteer handbook.

Desired skills:

You will:

- Have good communication skills, in order to discuss issues and possible sensitive material with other volunteer archivists
- Be able to order and collate a large amount of material
• Have computer skills, or be willing to learn databasing in order to catalogue the archive
• Be passionate about the OU Students Association mission statement and objectives
• Be able to work both independently and as part of a team

What the OU Students Association expect from you in this role:

• To act professionally whilst in your role in particular to the sensitive nature of some of the archive material
• To ensure that you act in a way which reflects our commitment to Equality and Diversity (our expectations of volunteers can be found in your handbook)
• To act with integrity, and comply with confidentiality and data protection as and when needed for the role

What you can expect from the OU Students Association:

• Support from a dedicated member of staff in the Student Association office
• Access to a monthly volunteer newsletter and a volunteer handbook outlining all polices and the support you can access within your role
• An induction and full training appropriate to your role
• Reasonable paid expenses when carrying out your role, which may include travel, accommodation and some meals
• The chance to develop transferable skills and confidence, as well as learn skills valued by employers
• Opportunities to meet other volunteers at the annual training weekend
• To have fun whilst volunteering!

Application Process:
Deadline for applications is 20 November 2017
Place confirmed 30 November 2017

Please email oustudents-volunteer@open.ac.uk if you would like an alternative format.