

## Researcher (Coffin Fitting Works Archive)

Volunteer Role:	Researcher (Coffin Fitting Works Archive)
Responsible to:	Development Officer or Trust Director
Hours and time frame:	Hours as appropriate. To be completed by December 2012, although this is likely to be on-going
Location/workspace /equipment:	Home-based, site visits to CFW, Fleet Street - may include visits to local archives. Use of your own computer
Purpose:	To contribute to BCT's understanding of the Newman Brothers funeral business by delving into the wealth of archive material and extracting interesting and relevant aspects of social and economic history; to inform and complement interpretation of the site, and the schools programme which is being developed
Responsibilities:	<ul style="list-style-type: none"> <li>To identify and analyse interesting stories and facts found in the archives which help us understand how the funeral business was run, and who was employed at the factory. It may be possible to trace the lives of certain employees over the course of their employment. Is it possible to tell what conditions were like at the factory? Was anyone ever sacked or held to account for their actions? What was the average profit in a year and were there any targets for workers?</li> <li>To back up your research with other sources, and reference source material where necessary</li> <li>Take photographs to illustrate your research</li> <li>To handle all archive material with care and avoid damage</li> <li>To send research findings (in Word or PDF) to BCT by the end of December 2012</li> <li>To provide a bibliography of primary and secondary sources</li> <li>To meet with staff and other volunteers from BCT to share research findings</li> <li>To keep an accurate record of your volunteer hours and submit a timesheet</li> </ul>
Skills/qualities required:	<ul style="list-style-type: none"> <li>Research and analysis skills</li> <li>This role would suit someone with the ability to identify themes and areas of interest within the archive material. Where do you start?</li> <li>A passion and interest in social and business history</li> <li>Self-motivation and ability to work on your own initiative</li> <li>Computer literate</li> <li>Writing skills (including accurately referencing source material)</li> </ul>
Support/training provided:	<ul style="list-style-type: none"> <li>Support of BCT staff</li> <li>'Out of pocket' expenses</li> <li>Access to archival material</li> <li>Additional relevant training as identified</li> </ul>
What Birmingham Conservation Trust expects from volunteers:	<ul style="list-style-type: none"> <li>Maintain good working relationships with staff, other volunteers and members of the public</li> <li>Attend appropriate training and learn about the work of Birmingham Conservation Trust</li> <li>Promote understanding and enjoyment of Birmingham's built heritage</li> <li>Be reliable in delivering tasks identified</li> <li>Observe organisational policy and procedures</li> <li>Protect BCT property from theft, damage or loss, within the limit of their responsibilities</li> <li>To safeguard confidential information about BCT and refer any controversial matters relating to the work of BCT to their manager</li> </ul>