

# BECOME.

THE CHARITY FOR CHILDREN IN CARE  
AND YOUNG CARE LEAVERS

<b>Role</b>	<b>Historical Archives Volunteer(s)</b>
<b>Reporting to</b>	Fundraising Manager
<b>Location</b>	London

## About your role

Become was founded in 1992 and has a rich history. Ahead of our 30<sup>th</sup> Anniversary in 2022, we are looking to transform our historical archive into a resource about our charity and our work to be celebrated.

Working with the Fundraising Manager at our Head Office in London, you will play a leading role in reviewing the contents of over a dozen archive boxes that range from the factors behind our founding in the 1980s to our magazines about care through the 90s and 21<sup>st</sup> century. You will lead the transformation of this history into an engaging and accessible timeline which will be adapted for our website and public display.

The completion of this project will help to strengthen our reputation and profile as a well-established and trusted organisation leading in our sector for children in care and young care leavers.

This role would be ideal for a student(s) interested in gaining insight into the charity sector or acquiring experience of archive work.

## Your time

This is an unpaid volunteer role. We are looking for a person or a group to give a small amount of their time (e.g. one day per week) over a temporary period until the completion of the project. We expect this to last three months and we are happy to be flexible with what works for you.

## Outline of responsibilities

- Review the contents of archive boxes, files and documents, and provide a short summary of each box and what it contains.
- Identify key pieces which are of historical importance to Become.
- Identify key pieces of film, photography and promotional materials that may be useful for display or external promotion.
- Prepare files for long-term storage – for example repackaging files into protective folders.
- Bring together your findings and create a timeline and presentation of our history.

## **Person specification**

You'd be a great fit for this role if you have the following:

- An interest in the charity sector and Become
- Experience of filing and organising records, for example in an administrative role
- Good attention to detail and confidence working with large amounts of papers
- Basic IT skills
- Ability to deal with confidential information in a professional and discrete manner
- Ability to handle large quantities of historical documents without damaging them
- Good written and oral communication skills

## **Additional information**

### **How would I be recruited?**

We'll review your online application and, if suitable, invite you to attend an interview. Interviews will be held at our London office or via Skype.

### **How can we volunteer as a group?**

We are happy to consider a small group of volunteers to take on this project. Volunteering time can be together or split if the work is consistent.

### **Where would I be working?**

You will work alongside our small team at our London office.

### **Would I receive any support?**

Yes, you will be fully supported and supervised by our Fundraising Manager throughout the project.

### **Would I receive expenses?**

Yes, agreed reasonable travel and lunch expenses will be reimbursed by Become.

### **How can I learn more?**

For more information, please contact Will Robinson, Fundraising Manager, on [will.robinson@becomecharity.org.uk](mailto:will.robinson@becomecharity.org.uk) or 0207 017 8909.

*Please note that upon accepting the role, you will be asked to sign a non-disclosure agreement in order to ensure a mutual understanding that our data will be kept safe.*