



National Memorial Arboretum Role Description: Archive Volunteer Role

What is the National Memorial Arboretum?

The National Memorial Arboretum in Staffordshire is the UK's year-round Centre for Remembrance; it is a place which helps people to reflect and to be inspired, a place where they can celebrate lives lived and commemorate lives lost in service. Located in the heart of the country, in the National Forest, with approximately 30,000 maturing trees and over 380 memorials across a 150-acre site, the Arboretum is a beautiful and lasting tribute to those who have served, suffered, and sacrificed on behalf of the Nation.

What is *The Arboretum at 25: Archiving Remembrance* project?

The National Memorial Arboretum is 25 years old in 2026. To mark this event the project will bring together dispersed, at-risk materials held by staff, volunteers, memorial holders and partners to create and establish its first formal archive. The project, funded by the National Lottery Heritage Fund, will safeguard, organise and share the Arboretum's unique 25-year history as the nation's centre for Remembrance.

What does an Archive volunteer Do?

An Archive volunteer supports the Project Archivist and wider project team with archiving tasks. They are able to use a computer and word processing software and help answer enquiries via email. They are comfortable carrying and opening boxes and doing repetitive tasks that require attention to detail. They are able to follow a workflow and a guide when carrying out archiving activities.

We operate three gallery areas, one which tells the story of remembrance and two which are open to installations that change on a regular basis through the year. As part of this project one of the galleries has become the project Heritage Hub where the Project Archivist and Volunteers will be based until September 2026. This will involve contact with visitors and contributing to their positive experience of the Arboretum.

Sample activities: What will you be doing as an Archive Volunteer?

- Using Excel spreadsheets to create a basic inventory of the contents of an archive, recording its order and arrangement, and noting the condition of the records
- Removing records from the packaging they were deposited in and moving them into archival-quality folders and boxes
- Using Excel spreadsheets to capture information about the records and write detailed descriptions of them in order to make them searchable for users
- Using basic computer and audio-visual equipment to watch videos and DVDs and listen to cassettes
- Assisting the Project Archivist with tasks at the Heritage Hub and taking direction from them on how to approach them
- Confidently using a radio to interact with team members
- Directing visitors during an emergency evacuation.



This may suit people who:

- Have a keen eye for detail and accuracy
- Have manual dexterity to work with fragile paper sensitively and carry and open boxes
- Take a methodical approach to tasks
- Can follow a workflow and verbal instructions or a written guide
- Are committed to acting in line with Royal British Legion policies and procedures, including those relating to data protection; confidentiality; safeguarding; health and safety and equality and diversity
- Are willing and able to give a regular commitment of time
- Are interested in learning about the National Memorial Arboretum, the history of the site, and the organisations and memorials
- Are sympathetic to the values of the National Memorial Arboretum and The Royal British Legion
- Are an excellent Ambassador for the Arboretum

What Support will be available to you?

- Training in archiving and processes from the Archivist
- One-to-one support from the Project Archivist if needed
- Opportunities in other volunteer roles at the Arboretum
- A handbook to support your volunteering
- Day-to-day support from the Heritage team
- A volunteer agreement that outlines both our expectations of you as well as what you can expect from us.

What do you need to know?

Time commitment	A regular weekly commitment of time, ideally a full or half day each week
Training/Resources	Training in your tasks from the Project Archivist
Expenses	Mileage at 0.45p mile between home and the Arboretum will be reimbursed up to a maximum of 60 miles, per return journey, for each volunteering duty day.
Extra Information	The minimum age for Volunteer applicants is 16 years old.



What is in it for you?

- Interesting and rewarding duties
- An opportunity to meet new people and make friends
- A chance to build on existing skills and develop new ones
- Training relevant to role
- 50% discount in our Restaurant when on duty (special terms apply) and free tea & coffee
- 10% discount in our Gift Shop
- Long Service Appreciation Awards
- Weekly e-newsletter 'Newsleaf' to help keep you up to date, and Quarterly staff & volunteer presentations
- Volunteer & staff social events
- Volunteer uniform
- Travel expenses
- Free car parking (whether on or off duty).

Our values and behaviours

Does the following describe you?

- Passionate about helping all visitors, eager to share your knowledge and experience to help others
- Enjoy being in teams and with others
- Have a desire to provide great support in all that you do
- Committed to being the best you can and to learn and develop new and existing skills.

This role is purely voluntary, and this arrangement is not meant to be a legally binding one or an employment contract