

**Role:** Derbyshire Record Office History Helpers

**Department:** Economy, Transport & Communities (Derbyshire County Council)

**Main activity –**

**Tasks will include:**

- Providing one to one support to Record Office users researching their family history.
- Helping users to access and navigate online family history resources (Ancestry, Find My Past, BMD etc.).
- Supporting Record Office users when accessing resources at Derbyshire Record Office, including those on microfilm.
- Supporting Record Office users with more general computer skills (this will depend on your knowledge).

**What could you get out of it?**

- Experience of supporting individuals.
- Sharing your knowledge and experience of family history research and use of online resources, IT applications, with others.

**When?**

- 1-2 (or more) hours a week as suits you and as agreed with Record Office staff.

**What we do for you**

- An induction, training and support for the role will be given by Derbyshire Record Office.
- Travel expenses can be reimbursed.

**Is this for you?**

**We are looking for:**

- A person with experience and confidence in researching family history.
- A person with experience and confidence in IT, particularly family history online resources.
- A friendly person who is able to interact well with the general public as well as with Record Office staff and other volunteers.
- An enthusiastic person.
- A clear and confident communicator.
- A person with patience.
- A willingness to commit to the role for a minimum of 3 months.
- A willingness to comply with the County Council's Data Protection, Health and Safety, Equality and Diversity and Environmental policies.
- A written recommendation from two referees.