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**Joining York Archaeological Trust as a Volunteer**

**How do I know if I want to join the Trust as a volunteer or undertake a placement?**

**Joining as an Attractions volunteer:**

There are a range of volunteer roles which offer people the opportunity to get involved with the York Archaeological Trust.

Volunteering suits anyone aged 18 or over who wants to gain new experiences, share their current skills, meet new people and get involved with the aims of the York Archaeological Trust on a regular basis as part of an on-going volunteer team. Most volunteers undertake anything from a day a week at one of our attractions to assisting during peak periods at events. There are also sometimes temporary volunteer roles available, for example during the summer or at the annual JORVIK Viking Festival in February.

If you have a short, block period of time to undertake your experience in (usually anytime from 2 weeks up to three months), are under 18 or have specific study or work related needs to meet then you would be best to consider our placement offers. Please see our placement information sheet ‘Undertaking a placement with the York Archaeological Trust.’ This is available on our placement page.

**What skills/experience do I need to join as a volunteer?**

For many of our volunteer roles you do not need specific experience. Anything you need to know will be passed onto you as part of your training.

**The main things you will need are:**

• Enthusiasm for your chosen role and the work of the Trust
• A desire to support our work and services.
• To be able to offer friendly and engaging service (for our customer facing roles)
• To be able to offer reliable involvement and let us know if you cannot attend your volunteering.

**In return we can help you:**

• Learn new skills and gain new experiences
• Meet new people
• Share a love of history or archaeology
• Enjoy a fun way to be part of York’s heritage and the York Archaeological Trust
• Gain insight into museum and heritage roles.

**What roles are on offer?**

You can take a look at our volunteer leaflet which lists the roles on offer. Alternatively have a look on our website [www.thejorvikgroup.com](http://www.thejorvikgroup.com) at the ‘Get Involved’ and then the ‘Volunteers’ page.

**Getting involved in archaeology.**

York Archaeological Trust also has some opportunities to assist in archaeology. Please visit our main Trust website at [www.yorkarchaeology.co.uk](http://www.yorkarchaeology.co.uk) and visit the ‘Join Us’ page.

**I think some of the roles may be of interest but where can I get more in depth information?**

We have full role descriptions for each of our volunteer roles. If you would like to see any of these you can download a copy of them from the ‘Volunteer’ page of our website.

**How much time do I need to have to volunteer?**

The amount of time can vary for each role and the role descriptions will give details on the amounts that each role may involve. We usually advise involvement for six months or more (other than for our temporary roles) to allow you to gain the most from your volunteering. However, these are not set minimums and are only suggested to help you get the most out of each role. On average people tend to volunteer about once a week or fortnight for either a full day or half-day. Times vary between venues/seasonally but on average are around 10 am – 5.30 pm Half days are around 10 am – 1.30pm or 1pm – 5.30 pm.

**What happens if I would like to volunteer?**

To ensure we offer a high level of support to all our volunteers we now offer new volunteer roles via set registration periods.

These periods allow potential volunteers to register their interest in joining our volunteer teams. We can then meet with any potential volunteers, discuss what options they are interested in and take-up references for them. We can then try and see if we can match people up with a role that will suit them and the Trust.

Anyone we are able to offer a place to will then be invited to attend the Welcome Day and Role Induction Day for that registration period. Please note that we do not start anyone in a volunteer role until they have completed their welcome and role induction sessions to ensure we have offered them the best opportunity to get all the information they might need. As such it is best that you are available for the Welcome Day and Role Induction Day for the registration period you choose to partake in. However, we do have taster volunteering sessions and ‘find-out-more’ meetings available to allow people to discover more about the volunteering before they apply, please see the section on this below.

Welcome and role training sessions are usually run for a morning or afternoon in central York and are always listed under the ‘Intake Period’ section of our ‘Volunteers’ page. If you do find that none of the Welcome Days/Role Training Day dates are suitable please do talk to our Head of Volunteering so we can see how we can help.

**Taster sessions & find-out-more opportunities**

It is important to us that our volunteering opportunities are open, welcoming and accessible. We are now able to offer taster sessions allowing anyone interested in a role to shadow an exisiting volunteer for a couple of hours to see the role in action and discover more about it. We will ask to meet with you and discuss the role before offering a taster session but you will not have to apply or undertake any training to take part in a taster session. Taster sessions are run at intervals throughout the year

We are also always happy to meet with you to discuss the roles on offer and our volunteering programme before you apply. Should you like to bring a friend or family member to support you in this meeting you are also welcome to do so. **Please see the section below on contacting us for more information about this.**

**I would like to register an interest in volunteering.**

Wait for our next registration period, look which roles are available to register for and then fill in a Volunteer Application Form.

Application forms can be found at [www.thejorvikgroup.com](http://www.thejorvikgroup.com) by going to the ‘Get Involved’ and ‘Volunteers & Placements’ page. If you would like a paper copy of the form posted to you, need help with the form or you have any questions about volunteering please do not hesitate to contact us; we will be happy to talk to you on the phone or meet with you to discuss the options on offer and help you decide if you would like to apply to volunteer with us. **Please see the section regarding our temporary closure during the Covid-19 (Coronavirus) outbreak below.**

Once you have sent in your application form we will be in touch at the end of the intake period to let people know if we can take your application forward, if we can we will ask to arrange a date to meet with you to discuss the opportunities further.

**Contacting us.**

**UPDATE 25th March 2020**

**We are temporarily closed due to the Covid-19 (Coronavirus) outbreak. As such our staff are unable to access the full range of emails and telephones we usually offer.**

Once we reopen we will be able to re-share with you contact details to ask all the usual questions and support you may require. We are sorry to be unable to offer these at this time.

If you are contacting us to request a paper copy of our Privacy Policy we will also be able to provide you with this once we reopen

If you do need to get hold of us in an emergency you can reach us on jorvikgroup@yorkat.co.uk.