**Joining York Archaeological Trust as a Volunteer or Placement**

**Please Note: Due to COVID-19 we apologise that we are currently closed to new volunteer and placement applications. We hope the information below provides you with some useful information about the volunteer and placement programme and we look forward to being able to welcome new members to the team again in the future.**

**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. Many of our volunteer roles are based in our attractions but we also have occasional department based opportunities (e.g with our Collections and Archives teams).

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.

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

For many of our volunteer/ placement 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 or placement..

**In return we can help you:**

• Learn new skills and gain new experiences/ work experience

• 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?**

We usually have a range of roles available in the Trust. Many volunteer roles involve assisting us in a visitor facing capacity at our attractions, often undertaking roles such as room guiding or helping us to showcase items from our collections. We also offer additional roles for events, such as at our annual JORVIK Viking Festival, and occasionally have opportunities to join our Costume Group who volunteer to help us make historical replica costumes and other resources for our volunteers, visitors and staff.

Our placements usually offer experience in visitor facing roles (such as collections interpretation), with key departments (e.g our Collections and Archives department) or a mixtures of these options.

We are working on plans to reopen our Volunteer and Placement Programme following our closure due to the COVID-19 and we hope to have updates available about this, including the opportunities available, later this year.

**Getting involved in archaeology.**

York Archaeological Trust also has some opportunities to assist in archaeology. Many of these volunteer roles are based with our Collections and Archives team who involve volunteers in a range of department based roles. We also occasionally have some digitisation roles with our Fieldwork team.

As with our attractions roles, we are planning on the re-opening of our Volunteer and Placement Programme and hope to be able to share details of this later this year.

These roles are usually advertised on our main Trust website at [www.yorkarchaeology.co.uk](http://www.yorkarchaeology.co.uk) under the ‘Join Us’ page when they are available.

**Do you accept requests for bespoke placements?**

We work with a number of colleges and universities to offer placements linked to their courses.

Where possible we advise applications to our listed placement offers. However, where these do not meet your course requirements we may sometimes also be able to accommodate new requests for bespoke placements.

We regret that whilst our volunteer and placement programme is closed to new applications due to COVID-19 we are unable to accept any requests for bespoke placements.

**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 and placements and these will be available to download from our websites as they are advertised. Please also see the ‘Contact Us’ section below.

**How much time do I need to have to volunteer/ undertake a place?**

The amount of time can vary for each role and the role descriptions will give details on the amounts that each role may involve. For volunteering 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.

The amount of time varies for each placement. Most placements are available for two- three weeks and are usually 5 days a week’ spread over a Monday – Sunday.

**Can I apply from abroad or if I don’t live in York?**

We welcome applications from outside of York. Overseas applicants will need to ensure they can arrange a suitable visa to allow them to undertake a placement or volunteer with us. We are happy to arrange video interviews for anyone from abroad or anyone unable to travel to York for their interview.

**How old do I need to be to undertake a placement or to volunteer?**

All our placements and volunteer opportunities are open to anyone aged 18 or above. For anyone under 18 years of age we offer work experience via the NYBEP (North Yorkshire Business & Education Partnership) scheme which offers York schools opportunities to get involved in the Trust. Details of this scheme are available in all participating schools and colleges but apologise that we are full now for our 2020 NYBEP placements.

**What happens if I would like to volunteer/ undertake a placement?**

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

These periods allow potential volunteers/ placements to register their interest in joining our teams. We can then talk with any potential volunteers/ placements, 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 training for their role. For volunteers this has usually involved a Welcome Day and Role Induction Day for each 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 will be working on ways to continue to offer taster sessions and ‘find-out-more’ meetings (virtually or in person) as we reopen the programme. These are designed to allow people to discover more about volunteering before they apply.

Welcome and role training sessions are usually run for a morning or afternoon and we are looking to offer both in person and remote options for this training. All sessions will be 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.

Placements are invited to attend these training sessions but where they are not able to (for example if you currently live away from York) we can offer individual training for you on your first day.

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

Wait for our next registration period to be advertised, look which roles are available to register for and then fill in a Volunteer / Placement 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 (for attractions based roles) and  [www.yorkarchaeology.co.uk](http://www.yorkarchaeology.co.uk) and the ‘Join Us’ page for our archaeology based roles. If an application period is open and you would like a paper copy of the form posted to you, need help with the form or you have any questions about volunteering or undertaking a placement please do not hesitate to contact us; we will be happy to talk to you on the phone or meet with you in person or via video call to discuss the options on offer and help you decide if you would like to apply to volunteer or undertake a placement with us.

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. You are very happy for you to bring a friend or family member to meetings to support you if you would like to. We are also planning on video call meeting options where in-person meetings are not possible due to personal circumstances or social distancing needs.

**Contacting us.**

**UPDATE July 2020**

Due to COVID-19, some teams at the JORVIK Group of attractions are temporarily away.

JORVIK VIking Centre, Barley Hall and DIG: An Archaeological Adventure will re-open on 11th July but some teams will remain unavailable for a few weeks.

Our Volunteer and Placement Management Team are working but are on part time hours so may need a little more time than usual to respond to enquiries.

Whilst we welcome our staff and existing volunteers back we have temporarily closed the volunteer and placement programme to new applications.

We will review this decision in the autumn and will update our websites with any new opportunities or intakes later this year.

If you have any questions before then please do not hesitate to contact us on [volunteer@yorkat.co.uk](mailto:volunteer@yorkat.co.uk).