

Volunteer Project Outline

Handling Collection: Sorting, cleaning, boxing and cataloguing of the objects

Why Wessex Archaeology needs this project completed:	Wessex Archaeology aims to enhance the public's knowledge of science, history the arts and heritage through archaeology. In support of this aim, this project will create a handling collection for use in all of Wessex Archaeology's community engagement activities. Without this project, we cannot take artefacts into schools, to exhibitions or community groups.
Expected time commitment:	1-5 hours per week, with much of the work completed by Christmas.
Team:	Community & Education / Coastal & Marine
Responsible to:	Samuel Fieldhouse, Community & Education Manager
Project Description:	Working individually or as part of a small team, you will catalogue and re-box the handling collection. This project will give you access to a very broad array of finds including prehistoric, pottery, Roman, Saxon, animal bone, coins, flints, marine finds; virtually a representative sample of all finds from a dig site and coastal and marine archaeology. After re-boxing the objects you will need to enter very basic information on the objects, including their location, into a spreadsheet.
Project specific requirements:	You will need to work methodically, have a familiarity of archaeological finds and have a working knowledge of using a computer to record data. This project will involve lifting of light boxes and you will be given manual handling training.
Training and Support:	You will be given a full induction to the project, the buildings and areas of work associated with the project. You will be shown the preferred method of data entry and training will be given into how to identify, handle and pack objects if necessary.
What you will gain from this project:	Experience of: Working with an active and expanding collection, caring for, packing and cataloguing artefacts.
Health and Safety Responsibilities	To be responsible for your own health and safety and that of others with whom you volunteer, by reporting all potential and actual health and safety matters including accidents using the correct procedures. You will be given a full induction.
Safeguarding:	Wessex Archaeology is committed to safeguarding and promoting the welfare of young people and vulnerable adults. We expect all staff and volunteers to share this commitment and comply with the Wessex Archaeology Safeguarding Policy and Procedures to ensure safeguarding of children and vulnerable adults. You will receive full face to face safeguarding awareness training from the Community and Education Manager.