

**Archives Volunteer**

The Roma Support Group (RSG) was the first Roma-led charity to be established in the UK. Since its founding in 1998, the organisation has assisted thousands of Roma families in accessing welfare, housing, education and employment, as well as empowering Roma communities through a wide range of advocacy and cultural programmes.

**Purpose of role:**

To assist with the archiving of Roma Support Group's records.

**About the role:**

* Hours: Regular (ideally one day per week)
* Location: London office
* An ideal opportunity for those with an interest following an archives, data management, or general heritage career.

**Role Outline:**

* Assist with sorting and digitising of records.
* Helping improve data management systems.
* Helping ensure that records are stored in line with GDPR guidelines.
* Inputting data into database.

**Skills and Experience needed:**

Essential:

* Excellent organisational and problem solving skills.
* Ability to travel regularly to London office.
* A proactive and rigourous approach.

Desirable:

* Experience with archiving and data management.

When necessary, training will be provided to volunteers.

Agreed out-of-pocket expenses such as lunch and travel will be reimbursed.

**How to apply:**

To apply for this position you should fill in the [Volunteer Application Form](https://www.romasupportgroup.org.uk/uploads/9/3/6/8/93687016/volunteer_application_form_2022__1_.docx) and email it to Ted Sale, Volunteer Coordinator, [volunteering@romasupportgroup.org.uk](mailto:volunteering@romasupportgroup.org.uk)