



# *The Department of History Volunteering Scheme*



***Get Out, Get Noticed  
& Get Reimbursed!***

**2017-2018**

# STUDENT VOLUNTEERING

*It looks and feels sooo good!*

The Department of History is keen to encourage its students to undertake voluntary work with organisations and causes they are passionate about. We believe that voluntary work gives you invaluable insight into how such institutions and organisations work, and also allows you to engage in the building of new relationships within your communities. We are also keen to help equip you for the competitive job-market that you will face after graduation. We see volunteering as a key method by means of which you can develop a variety of skills you should be able to transfer to the world of work.

The Department currently has a sum of money from the Essex Alumni Fund, which we have matched with Departmental funds, in order to assist any students who do get involved with the volunteering scheme with their travel expenses. If you are interested in getting involved you should follow the instructions below.

## *~ Get Involved in Six Easy Steps ~*

1. **Decide** on a cause or interest you are passionate about. See below for some suggestions. We think it's great when you can volunteer for a cause that utilises your History skills, but do what you love.
2. **Get in touch** with the organisation and email Matthew in History ([mdavieb@essex.ac.uk](mailto:mdavieb@essex.ac.uk)) to let us know when you start.
3. Many organisations will then **interview** you, either in person or by phone (some have slightly different recruitment procedures; do ask about these when you first get in touch).
4. Assuming all goes well at interview, you will work out with the organisations exactly what sort of work they need doing/what you would prefer doing for them. The expectation is that **you will make at least 10 volunteering visits** of your choice, at mutually convenient/agreed times.
5. The Department of History will pay each student volunteer who has made a minimum of 10 volunteering visits **up to a maximum of £150 towards travel expenses**. Please remember to keep your receipts/tickets so that these can be processed for our records. Also, don't forget your vTeam passport and to have your organisation sign off on your hours.
6. Volunteer hours can go towards **The Big Essex Award**. Email [biges@essex.ac.uk](mailto:biges@essex.ac.uk) to sign up and visit <https://www.essex.ac.uk/careers/biges> for more information. It looks great on your CV and it's a wonderful way to expand your jobs skills.



## Why not get in touch with these organisations?

### **Braintree Museum Artistic Trust**

Volunteers are welcome in the following areas: Museum Shop and Events, Collections Management and Interpretation, Education.

[www.braintreemuseum.co.uk/home/vacancies](http://www.braintreemuseum.co.uk/home/vacancies)

For further information or to express an interest please contact [info@braintreemuseum.co.uk](mailto:info@braintreemuseum.co.uk) with a current CV.

### **Colchester Recalled Oral History Project**

If you have basic keyboarding skill we need volunteers to listen to our interviews with people from all walks of life and produce typed versions of what they say.

If you would like to volunteer, telephone 01206 546775 and speak to Andrew Phillips or email [andrewphillips@tiscali.co.uk](mailto:andrewphillips@tiscali.co.uk)

[www.colchesterrecalled.co.uk/volunteer.html](http://www.colchesterrecalled.co.uk/volunteer.html)

### **English Heritage**

Every day, hundreds of people travel up and down the country to tell the story of England, and you could be one of them! Whether it's running craft workshops for families or answering questions from curious visitors, there are a huge range of roles available. Find a volunteer opportunity by entering your town or postcode on the website: [www.english-heritage.org.uk/support-us/volunteer](http://www.english-heritage.org.uk/support-us/volunteer)

### **Epping Forest District Museum**

The museum recruits volunteers who provide support to the visitor services team and help provide a friendly welcome to visitors. They are looking for people who have an enthusiasm for history. To show your interest email Katie Weston at [museum@eppingforestdc.gov.uk](mailto:museum@eppingforestdc.gov.uk). <http://efdhistory.org.uk> & <https://efdmuseum.com>

### **Essex Fire & Rescue Museum**

Volunteers are needed to assist in the following areas: general collections maintenance, IT and administration, education development programme, photographic collection.

[www.essex-fire.gov.uk/Fire\\_Museum/Volunteers](http://www.essex-fire.gov.uk/Fire_Museum/Volunteers)

To apply to be a volunteer or to find out more contact Andrea MacAlister (Volunteer Manager) by phone 01376 576209 or email [volunteers@essex-fire.gov.uk](mailto:volunteers@essex-fire.gov.uk)

### **Essex Police Museum**

Working as part of a team, volunteers are required in the museum to greet visitors, record visitor statistics, run the museum shop, assist with family craft activities and help with general museum 'house-keeping'.

For more information and an application form please email Becky Wash at [museum@essex.pnn.police.uk](mailto:museum@essex.pnn.police.uk). [www.essex.police.uk/museum](http://www.essex.police.uk/museum)

### **Harlow Science Museum**

The museum offers training and support to volunteers and has opportunities in a range of teams such as the Marketing and Supporters Team, the Fundraising Team and the Visitor Guides. For a full list of current availabilities visit their website:

[www.science-alive.co.uk/volunteer](http://www.science-alive.co.uk/volunteer)



### **Mersea Museum**

Volunteers work as attendants looking after visitors, conserve artefacts, design and prepare exhibitions, digitise photographs and documents for the computers, look after the garden, help raise money, and much more. It is very rewarding to be involved. Interested? Email [members@merseamusuem.org.uk](mailto:members@merseamusuem.org.uk)  
[www.merseamuseum.org.uk/mmcontact.php](http://www.merseamuseum.org.uk/mmcontact.php)

### **Museum of Power**

Volunteers carry out the varied tasks that maintain, preserve and facilitate the daily operation of the museum and its tearoom.

To find out more and to see how you can get involved, please contact the museum manager via the contact page: [www.museumofpower.org.uk/Volunteers.html](http://www.museumofpower.org.uk/Volunteers.html)

### **National Trust**

Outdoors and indoors, the Nation Trust has hundreds of volunteer roles to choose from at some amazing places. Visit their website to search for their latest availabilities: [www.nationaltrust.org.uk/find-an-opportunity](http://www.nationaltrust.org.uk/find-an-opportunity)

### **Royal Gunpowder Mills**

Whether you are interested in lending your expertise to the maintenance and development of the site, or you are willing to give up a few hours each week to assist with visitor services, get in touch! Follow the link to find the various volunteering positions and to download the Volunteer Information Leaflet and Registration Form: [www.royalgunpowdermills.com/support-us/volunteering](http://www.royalgunpowdermills.com/support-us/volunteering)

### **Southend Museums**

Southend Museums have a number of opportunities to volunteer. If you would like to become a volunteer at one of their branches, then email Toni (Volunteer Support Officer) on [tonimair@southend.gov.uk](mailto:tonimair@southend.gov.uk)  
[www.southendmuseums.co.uk/page/Support-Us](http://www.southendmuseums.co.uk/page/Support-Us)

### **Trenches to Tending**

Be part of a volunteering project based in Colchester and focusing on the First World War. Volunteers will get involved in a range of tasks including scanning historic documents, collecting oral histories, helping at road shows events across Tending and creating a touring exhibition. You can get in touch to find out more by email [trenchestotending@outlook.com](mailto:trenchestotending@outlook.com)  
[www.trenchestotending.wordpress.com](http://www.trenchestotending.wordpress.com)

## **Do Your Own Thing!**

Find a cause you are passionate about and get involved. Do-It is a great organisation that will match your interest with volunteering opportunities in your area. Check them out at [www.do-it.org.uk](http://www.do-it.org.uk)

Don't forget there are numerous opportunities on campus to volunteer. The vTeam works within the Students' Union to organise opportunities throughout the year. You can visit them at [www.essexstudent.com/volunteering](http://www.essexstudent.com/volunteering)

## Stories from fellow History Volunteers:

### **Kyle Cameron-Symes (BA Modern History) Volunteer at Essex Police Museum**

I asked the history office about the opportunities available for volunteering around Essex. In addition to helping at the history department library, I was kindly directed to a list of the different placements available. I thought many looked interesting, but settled on The Essex Police Museum. I had been to it on a trip for one of my modules, and remembered that they were looking for volunteers when I went there. So, how was my time there?

Well, the first thing I noticed was how friendly the people who worked there were, the curator was really welcoming. From the start I had a great deal of freedom in choosing what tasks I could help out with. I was mainly focused on the public facing side of things, in helping to open up and close the museum, answering enquiries, manning the phone and supporting with the craft activities that are held, helping educate many about the museum and different aspects of police history. Also, I was lucky enough to work behind-the-scenes and help with archival work. I found this really rewarding as I was being a part of preserving history. In addition, I was given the opportunity to network, and was provided with free training courses which really helped me out.

It was a worthwhile experience; it provided me with skills that before were missing from my C.V., as well as a great opportunity to meet interesting people and was a great confidence booster as well! I hope that this helps you think about the benefits of volunteering and you consider giving it a go, there are even one-off events at some places that you can try, to see if it's for you. So... what are you waiting for?

### **Laura Kambanis (BA Modern History) Volunteer at the Colchester Castle Museum**

I will be volunteering at Colchester Castle for two months from the 13th of October until the 13th of December. The role mainly involves talking to visitors and generally invigilating at the exhibit which is called 'The Treasures of China'. The exhibit promises to display seventy of the treasures from Nanjing Museum- the second largest museum in China. It begins with the rise of Imperial China from the earliest Stone Age tombs until the fall of the last Emperor, which encompasses 4500 years of Chinese history. Among the objects, visitors can expect to see a 2000-year-old, jade suit from the tombs of the Han Dynasty rulers.

This role will allow me to work with the original, invaluable objects from that time and to experience a museum environment from the inside, in order to discover what is involved in its every day functioning. It will also give me the opportunity to learn more about the period and to bring the exhibit to life by learning some interesting facts to tell visitors! I hope to improve my skills of communication with the public and to gain some valuable contacts should I consider pursuing a career working in a museum after graduation.

**Jack Fitzpatrick (BA History and Literature)  
Volunteer at the Royal Gunpowder Mills**

I volunteered at the gunpowder mills in Waltham Abbey and quickly found myself a proper armoury steward, responsible for over 200 historic firearms and giving tours all on my own. It's been really wonderful and I really think museum work might be suited to me. Sorry to blow my own trumpet even more, but they actually got an e-mail praising me from a visitor.

**Alex Treptow (BA Modern History and Politics)  
Volunteer at the Essex Police Museum**

The first thing I did was sort out and number all of the 'oversized photos'. For example, my categories may have been anything from land vehicles, to sport-related ones, to animal-related ones etc. Once they were sorted into their categories, I then had to number them, so that they could be put into their database. The second thing I did was help to create a new feedback system for the museum. This was only started the last time I was there, though I did help a little more online. I created more simple questions for the kids, and more informative ones for the parents. I also helped redesign the layout so that museum-goers were more likely to take part in the feedback process.

**Hayley Clark (BA History)  
Volunteer at the Colchester Recalled Oral History Project**

I volunteered at Colchester Recalled Oral History Project from April to August and really enjoyed my time there. The project aims to create an archive of recorded memories about Colchester over the past 100 years. The work I carried out while volunteering mainly consisted of listening to the tapes of interviews that had been carried out with local residents, and typing a transcript or summary of these interviews, so that there was a record of what each tape contained.

It gave me great experience of working with these types of sources, something that I had not had the opportunity of doing before, and working in this type of office environment. I listened to a wide range of interviews, such as those surrounding how Colchester had changed, people's experiences of World War Two and description of people's careers in Colchester in some of the main businesses that are present in the town.

Everybody there is a volunteer, meaning that there was a really nice atmosphere where everybody seemed to be very interested in the project and ensuring that it is a success. It was extremely interesting listening to the interviews and learning about peoples' lives and how Colchester has changed over time. I am grateful for having this opportunity, which was interesting, informative, enjoyable, and helped me add experience to my CV.

## Employability and Careers Centre



Located in Square 2 of the University's Colchester Campus, the Employability and Careers Centre offer friendly, professional support and one-to-one advice to students and Essex graduates.

They help in enhancing your employability, directing you to exciting opportunities to develop your skills, improve your CV and gain valuable experience.

<http://www.essex.ac.uk/careers>

### The Essex CV pack

The Essex CV is a resource pack to help take you through the CV writing process. It will help to give you the best possible start in the graduate job market and to capitalise on your experiences at Essex: [www.essex.ac.uk/careers/essexcv](http://www.essex.ac.uk/careers/essexcv)

### Faculty Placements team

Karen Gooch and Samm Alder work with staff, students and employers to promote employability opportunities, including placements. Contact them and they will help you find placements and opportunities suited to you.

**Karen Gooch** - Faculty Placements Manager

Email: [kgooch@essex.ac.uk](mailto:kgooch@essex.ac.uk)

Telephone: +44 (0)1206 87 3881

**Samm Alder** - Faculty Placements Officer

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DEPARTMENT OF HISTORY		
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<b>CAREERS GUIDANCE AND OPTIONS</b>	<b>CVs, APPLICATIONS AND INTERVIEW PREP</b>	<b>PLACEMENTS AND INTERNSHIPS</b>
<b>NEED TO ASK A QUESTION?</b> E <a href="mailto:employhum@essex.ac.uk">employhum@essex.ac.uk</a>		

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**EMPLOYABILITY AND CAREERS**