

CARLISLE CATHEDRAL

ROLE:	Historic Collections Volunteer
LOCATION:	Carlisle Cathedral
RESPONSIBLE TO:	Canon Librarian or Designated Activity Leader

ABOUT THE CATHEDRAL:

Carlisle Cathedral stands at the heart of the City. Founded in 1122 by Henry I, the Cathedral is one of the oldest and best-known buildings in Carlisle. It is a key heritage asset and landmark within the City's 'Historic Quarter'. The great monastery in Carlisle was dissolved on 9 January 1540 and the new foundation, the Cathedral Church of the Holy and Undivided Trinity, came into being in 1541. Carlisle Cathedral is an everyday church, offering almost 1300 services every year. We are open and active every day of the year.

We are undergoing a new chapter in our Cathedral's 900-year history to make the Cathedral a place of discovery, celebration, challenge and opportunity, bringing the building into full use creating spaces for teaching and learning, cultural activities and use by the community.

An Historic Collections Volunteer will assist with designated projects and activities. The nature of involvement, including time commitments, will be agreed between the Volunteer and the Canon Librarian or Designated Activity Leader and reviewed accordingly.

All volunteers are subject to a safe recruitment process.

Safeguarding and Safer Recruitment

The Cathedral is committed to safeguarding children, young people, vulnerable adults, and all who come into our care. As part of this we ask that everyone who works and volunteers at the Cathedral undertakes a safer recruitment process which is commensurate with the nature and form of the role. In all cases this will require you to be aware of and comply with the Cathedral Safeguarding Policy, the completion of a confidential declaration and to complete some level of basic safeguarding training.

MAIN DUTIES:

- To enhance and develop existing familiarity with the Chapter's library volumes and catalogues, to monitor their condition
- To assist the development of public engagement, especially scholarly engagement, with the Chapter's collections of library volumes held on Cathedral premises or in the Cumbria County Archive in Carlisle;
- To respond, if requested, to external scholarly queries by conducting high-quality supportive academic research
- At the CW's request, identify which volumes presently form part of the Chapter's electronic catalogue and which remain to be included.
- Support in the implementation and regular review of the Chapters Historic Collections Action Plan

- To attend the regular debrief and supervisory meetings arranged by the Designated Activity Leader and any training sessions related to the role.
- To act at all times in compliance with all Cathedral policies, including the Cathedral's Safeguarding Policy, and to be particularly aware of any adults or children who may be at risk of neglect or abuse.
- To act in accordance with the Cathedral Volunteer handbook.
- To successfully undergo a Volunteer's induction.
- To absorb and follow all emergency and housekeeping policies and procedures.
- To undertake Safeguarding training and checks as required.
- To wear agreed forms of identification at all times when undertaking this role.

Skills, Qualities and Experience:

Whilst previous experience of working with historic collections is desirable, no experience or qualifications are necessary, and this would be an excellent opportunity to gain new skills. This role will suit people who are:

- Welcoming, approachable, and helpful
- Are proactive with a positive nature, an interest in improving the knowledge and understanding of the Cathedrals special collections.
- Are reliable, with good timekeeping and well-presented
- Comfortable in working as part of a team; supporting other volunteers and working with and without supervision

What we can offer you:

- Training and support to develop your skills
- Direct supervision on tasks as required until able to perform such unsupervised
- Valuable experience for those looking to work in the heritage sector or learning