

Conservation database data volunteer



War Memorials Trust

War Memorials Trust seeks a volunteer to support its new database project through data entry and data processing.

The charity has recently created a new database to improve its record-keeping and data management. Help is needed in ensuring all data held by the Trust is recorded on the new database through data transfer from the previous database and addition of material from paper files. The Trust has in the region of 3,500 records which can range from a single piece of paper to complex cases involving several grants. Each has its own unique history and story and with the Trust still developing information management systems some cases will require sorting through with a little detective work to unravel all the information.

All the data deals with war memorials in the UK with particular emphasis on condition and issues related to repair and conservation although history, names and other background information is held.

Attention to detail, accuracy and patience will be required for this role. Initiative, a willingness to contribute ideas and suggestions for development and the ability to work independently are also skills the Trust seeks.

The Trust would seek a minimum commitment of one day a week (10am - 4pm) for the short or long term. At present any day of the week is available.

If you would like to find out more about the role please contact Frances Moreton on 020 7834 0200 or frances@warmemorials.org. We would appreciate a CV and covering letter from anyone interested in the role detailing their interest, skills and experience and availability.