

RAMM VOLUNTEER ROLE PROFILE

Title	<ul style="list-style-type: none"> • AT0006 Portable Antiquities Scheme (PAS) Volunteer
Participant Group	<ul style="list-style-type: none"> • PAS and RAMM team members, general public at events
Goals	<ul style="list-style-type: none"> • To assist the Devon & Somerset Finds Liaison Officers (FLOs) in running the Portable Antiquities Scheme in the region • To record Archaeological artefacts found by members of the public onto the PAS database, working to a consistently high standard.
Activities and tasks	<p>The role can involve all or a selection of the below:</p> <ul style="list-style-type: none"> • Researching, identifying and recording artefacts onto the Portable Antiquities Scheme database • Taking accompanying high-quality photographs of the artefacts and presenting them to a publishable standard through the use of image manipulation software • Experience permitting, assisting the FLOs in combatting a historic backlog of unfinished DEV- records • Attending metal-detectorist events (e.g. rallies) for the purposes of outreach and/or recording.
Outline of responsibilities	<ul style="list-style-type: none"> • Work to an agreed standard, as discussed with the FLO • The role may involve occasionally handling confidential information.
Time commitment required	<ul style="list-style-type: none"> • At least 3 hours a week, preferably a whole day. 10am-4pm with an hour for lunch (Wednesday or Thursday) • The role is only suitable for those that wish to actively volunteer for at least 6 months • The role is not suitable for those seeking short-term work experience • The role is particularly suitable for those undertaking postgraduate study.
Boundaries and limitations	<ul style="list-style-type: none"> • You will report to the FLO who will provide guidance and support.
Skills, experience and qualifications required	<ul style="list-style-type: none"> • Excellent written English • Good computer skills – familiarity with Word, using Image files, and databases • Good research skills • Keen interest in Archaeology and in Archaeological finds, some experience of working with which is preferable.

Personal traits and qualities
needed and/or desired

- A commitment to volunteer to an agreed timetable
- Willingness to work as part of a team and independently
- Well organised and methodical
- Able to use own initiative, while accepting guidance as appropriate
- A good eye for detail
- Ability to complete occasionally repetitive tasks to a consistently high standard.

Orientation and training
available

- A general induction to the site, health and safety, child protection
- An outline of policies, procedures and general responsibilities
- Training in relation to the task
- Nationally organised training events organised through the British Museum and PAST explorers project.

Support and supervision

- First Line of Support will be the FLO
- Second Line is the Volunteer Co-ordinator

Mandatory activities

- Commitment to the volunteer role on the date/time agreed
- Attendance of a volunteer induction and specific training for the role

Benefits to the volunteer

- The opportunity gain experience handling, identifying and writing about archaeological finds
- The opportunity to gain experience of finds photography, as well as of editing the resulting photographs
- Develop knowledge of archaeology more generally
- A sense of satisfaction both from contributing to the archaeological record and carrying out semi-independent research.

Standard Risk assessment

This standard risk assessment outlines in brief the main hazards and precautionary control measures identified with this role. If you would like a more in depth risk assessment, please request this from the Volunteer Coordinator.

Significant risk	Measure in place to control
Fire	<ul style="list-style-type: none"> All volunteers given a full fire safety brief at induction by the Volunteer Coordinator Fire exits clearly signposted and kept clear of obstruction Signing in and out procedures followed
Child Protection	<ul style="list-style-type: none"> All volunteers briefed on Child Protection as part of the induction by the Volunteer Coordinator Volunteers are never alone with children on site for extended periods or regularly as children are accompanied by guardians or parents. Child Protection is regularly reviewed in line with current best practice.
Slips, trips and falls caused by uneven surfaces, obstacles or poor lighting	<ul style="list-style-type: none"> Visitor Services check for damage on site and in lighting daily Floors cleaned out of public hours and signage used Visitor Services arrange for repairs and maintenance when necessary Volunteers made aware of slip, trip and fall hazards in induction by Volunteer Coordinator and encouraged to help maintain good housekeeping on site
Cold	<ul style="list-style-type: none"> Warm drinks are available in the staff room Volunteers are able to take breaks and move around the building if they need to warm up
Isolated working spaces	<ul style="list-style-type: none"> Visitor Services staff will check on volunteers periodically to ascertain their welfare CCTV cameras operate in the museum and are monitored by Visitor Services
Dealing with the public	<ul style="list-style-type: none"> Volunteers are briefed on customer care and how to deal with abusive members of the public in their induction Visitor Services staff trained on 'step away' are always on site and ready to assist volunteers All visitors must pass by trained staff to enter the site so abusive or unruly behaviour from entrance can be detected and admission to the site denied Accident and incident forms are on site and are procedures are in place to report, monitor and act on any incidents.
Manual handling	<ul style="list-style-type: none"> Whenever possible objects are moved only by trained staff Heavy or difficult objects are labelled as such and not to be moved by untrained volunteers Volunteers who move objects around regularly can apply for manual handling training to the Volunteer Coordinator
COSHH	<ul style="list-style-type: none"> All cleaning fluids are kept in their original packaging with manufacturers guidance attached PPE such as cleaning gloves are provided where necessary COSHH assessments are carried out with all new chemical substances Volunteers are advised not to use any product that they are not confident or comfortable using and reminded to seek guidance from staff on site