



IWM LONDON

War Memorials Register Volunteer

Role Title: War Memorials Register Volunteer

Role Type: Digital Volunteering

Office Location: IWM London

Volunteers will be under the guidance and mentorship of the Digital Producer within the Digital Engagement Team.

Volunteers have long played a significant role at Imperial War Museums (IWM) and are integral to welcoming and shaping the visitor experience and underpinning the Museum's key ambitions and vision.

We feel privileged to have volunteer support in a variety of roles and IWM values your expertise, knowledge and regular commitment.

Are you ready to make a difference?

Background to the Role

IWM's War Memorials Register (WMR) is working to compile a free and publicly accessible online record of all war memorials in the UK, Channel Islands and Isle of Man together with the names of the individuals who they commemorate. With your support we can ensure the Register's information is well researched, accurate and comprehensive.

Our on-site volunteers are working through information which has been collected over the past 35 years, confirming the accuracy of this data, adding new information to our database and researching missing pieces of detail. This requires a strong attention to detail, good research skills and an enjoyment of problem solving.

So far our volunteers have digitised over 40,000 war memorial records and with your help we aim to make further details of another 25,000 available to the public in the next three years.

With your help our aim is to record every war memorial in the UK.

What will I be doing? Role & Responsibilities:

- To research and validate war memorials information collected over the past 35 years. This may include online research and some contact with external organisations.
- To update war memorial records in the online database. You can view the Register [here](#).

- To ensure that information entered into the online database is accurate and consistent.
- To retrieve and scan memorial photographs and names lists for remote volunteers.
- To report at regular intervals on progress achieved.

Who are we looking for?

We are seeking volunteers who are passionate about IWM's subject and mission and who thrive on research, problem solving and the preservation of community and local history.

Although all necessary computer training will be given, proficiency in using common IT tools will be an advantage.

Spaces are available on site at IWM London.

You will need to be aged 18 or over to take part in this role.

Essential criteria

- An interest in the preservation of community and local history
- Good research skills, particularly using online resources
- Enjoy problem solving and puzzles
- Good attention to detail and the ability to work methodically
- An interest in IWM's subject and mission
- Ability to work as part of a team and comfortable working in an office environment.

Desirable criteria

- Good general computer and keyboard skills including proficiency in using common computer programs e.g. Microsoft Office and online resources e.g. web searches and map tools

Your Availability

Ideally we are seeking volunteers who are available 1-2 days per week on a day to suit you.

We are seeking your regular commitment to make the most out of this role and the training provided you and to give you time enough to put this into action.

Training and selection

All role related training will be provided. This will include:

- A volunteer Induction

- An introduction to the War Memorials Register – our history, role and remit.
- Background to the volunteer role.
- Training in how to use the War Memorials Register database and associated research tools.

Access

We are committed to ensuring IWM is accessible to as many visitors, staff and volunteers as possible.

Should you have any access requirement your Volunteer Line Manager will make reasonable adjustments to help you fulfil your volunteer role.

Expenses & Vetting statement

Upon offer all volunteers are required to complete and clear a basic disclosure (DBS).

Volunteers can claim up to £15 per week towards travel expenses. This is for incurred expenses only and will be reimbursed on completion of an expense form and receipts. (Conditions apply)

Diversity / Inclusion statement

IWM is committed to a policy of Equal Opportunities.

Application

To apply please visit www.iwm.org.uk/volunteer, select 'Find My Volunteer Role' and the branch you are interested in (please indicate 'Digital' in your General Interests). If you have any questions or problems kindly contact: digitalvolunteering@IWM.org.uk

Deadline for applications is **Wednesday 11th March**.

We look forward to hearing from you soon.