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| Dorset History Centre  Volunteer and Work Experience  Role Description & Person Specification  The Dorset History Centre recruits volunteers to work on projects that assist in preserving the collections and making them accessible to a wide audience. |  |

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| Role Title: Geotagging volunteer (remote) |

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| Role Description | |
| Role Purpose | To locate places mentioned in Dorset’s archive records on a map. This will facilitate map-based searching |
| Role Duties & Responsibilities | To receive basic geotagging training.  To use online software to pin place names to the correct location on a map.  To attend meetings when requested to receive supervision and updates |
| Working Environment | This is a remote opportunity and can be undertaken anywhere with a laptop/computer and internet connection. |

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| Person Specification | |
| Education/Qualifications | 1. No formal qualifications are required, but a good standard of computer literacy is essential. |
| Knowledge and experience | 1. Experience of using the computers, specifically the internet. 2. An interest in geography would be welcomed. |
| Key Skills | 1. Good IT skills – including using internet browsers and communicating via virtual platforms 2. Ability to follow instructions 3. Ability to carry out repetitive tasks whilst maintaining a high level of attention and care is essential 4. Ability to work independently and as part of a team |