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|  Dorset History Centre Volunteer and Work Experience Role Description & Person SpecificationThe 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.
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| Knowledge and experience | 1. Experience of using the computers, specifically the internet.
2. An interest in geography would be welcomed.
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| 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
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