

## **Volunteer Role Profile**

### **Mining the Seams**

#### **Warwickshire County Record Office**



Volunteer from home and index mining records from the Warwickshire coalfields. This information will help research into the health and wellbeing of miners from 1899 to 1940.

Look at our website: [tinyurl.com/miningtheseams](https://tinyurl.com/miningtheseams)

#### **This role involves:**

- Using digitised documents shared on the internet
- Recording information from historic miners' compensation payments into an online spreadsheet
- Checking information in other spreadsheets

#### **Benefits include:**

- No experience is needed as you will be fully supported by the Mining the Seams team
- Learning about the mining records held in Warwickshire
- Joining a team of supportive and friendly volunteers and staff
- Working from home or a convenient location
- Using and improving your IT skills

#### **Skills or experience needed:**

- Good attention to detail and an interest in working with numbers
- Interest in the coal industry and working with old documents is useful
- Experience with spreadsheets would be helpful but is not necessary
- Time to revisit the project regularly. 2 or 3 hours a week is ideal.

More Information	Website: <a href="http://tinyurl.com/miningtheseams">tinyurl.com/miningtheseams</a>
Recruitment process	Apply by email. Find out what's involved and we will send you the relevant documents. You will be assigned a volunteer ID and to a volunteering group.
To apply	Email: <a href="mailto:miningtheseams@warwickshire.gov.uk">miningtheseams@warwickshire.gov.uk</a>
References	Not required
Age restrictions	16 years and above
Volunteering base	You will be volunteering from home or any remote location.
Induction and Training	Instruction guides are provided and there are helpful videos available on YouTube.
Support	The Mining the Seams team will respond to any queries you may have.
Mining the Seams team	Laura Orriss - Project Archivist Beck Hemsley - Project Assistant Katie Holmes - Project Assistant Sarah Hann - HCW Volunteer Coordinator
More Information	Email Laura, Beck and Katie at <a href="mailto:miningtheseams@warwickshire.gov.uk">miningtheseams@warwickshire.gov.uk</a>  Or Sarah Hann (01926) 736422 HCW Volunteer Coordinator <a href="mailto:heritagevolunteering@warwickshire.gov.uk">heritagevolunteering@warwickshire.gov.uk</a>  