



Volunteer Role Description for York Minster: Choral Library Project Volunteer

Purpose of the role

To be part of a volunteer team offering assistance with moving and cataloguing York Minster Choir Library to a space within the organ loft (over three floors). This Library consists of the day-to-day working library (currently housed in a confined space off the South Quire Aisle; the upper floor has access by ladder) and a substantial reserve collection (kept above the vergers' vestry and accessed by a spiral stone staircase). To create a digital catalogue which would include images of representative pages of each piece.

Volunteer Supervision

Responsible to	Timothy Hone, Music and Liturgy Administrator and Project Manager
Additional support	Molly Forbes, Volunteering Administrator

Location

York Minster, Minster floor.

Key tasks/activities

- To contribute to project planning and development;
- To assist with the moving and documenting of the musical material;
- Indexing, Cataloguing, and Digitisation
 - To document, scan, and catalogue, as assigned by the project manager;
 - To assess the condition of each item, and to make recommendations for replacement, repair and other remedial work, where necessary;
 - To summarise the tasks completed in the log book and notify the project manager of any issues that need further attention.
- Abide by any health and safety protocols that may be in place and to wear identification as required.
- Attend mandatory training when asked, for example, Safeguarding.

Skills and attributes sought

- An empathy with the Mission of York Minster and the aims of the Chapter of York
- Able to read music sufficiently to identify different genres of choral composition, vocal scoring and key;
- A good level of IT skills or a willingness to learn.
- Able to work independently but within an agreed protocol;
- Able to plan and organise work effectively, with consistent attention to detail;

Training provision

- General induction (Introduction to the Minster as a whole and your place within in it) and Health and Safety induction;
- Role-specific induction;
- Safeguarding training appropriate to the role;
- Ongoing training opportunities.

Commitment involved

- Hours are flexible but a suggestion of volunteering at least one half-day a week
 - With more hours volunteering during the moving of the Collection, as coordinated by the Project Manager;
- Volunteering times to be agreed mutually in advance with the Project Manager.

Health and Safety

At all times when carrying out any volunteering role for the Chapter of York, you must take reasonable care for your own health & safety and that of any other person who may be affected by your acts or omissions. In addition, you must co-operate with the Organisation on health & safety and not interfere with, or misuse, anything provided for your health, safety or welfare.

Safeguarding

All staff and volunteers are expected to demonstrate a commitment to safeguarding the welfare of all children and adults who may be vulnerable, who are involved with and/or visit the Minster. This will include adherence to policies and procedures, following good practice in relation to their own behaviour and conduct and undertaking any safeguarding duties commensurate with their specific role.