



## Joining York Archaeological Trust as a Volunteer or Placement Frequently Asked Questions

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### Update April 2021

Our Volunteering and Placement programme remains closed to new applicants. Over the coming months we will be focusing on welcoming back our volunteers to our attractions and archaeological departments in line with changing government Covid secure guidance.

When we are able to open an intake to new applicants, this information will be published on our websites and through our mailing list. The best way to stay up to date on volunteering and placement opportunities across our organisation is our volunteer and placement newsletter. [You can sign up for this here.](#)

### How do I know if I want to join the Trust as a volunteer or undertake a placement?

There are a range of volunteer roles which offer people the opportunity to get involved with the York Archaeological Trust. We have a number of different options within our volunteering and placement programmes which will suit different people depending on your interests, desired level of involvement, and how much time you have to contribute.

#### Joining as an Attractions volunteer:

Our largest volunteer teams are based within our five JORVIK Group attractions.

Volunteering suits anyone aged 18 or over who wants to gain new experiences, share their current skills, meet new people and get involved with the work of the York Archaeological Trust on a regular basis as part of an on-going volunteer team. Many of our volunteer roles are based in our attractions but we also have occasional department based opportunities.

Volunteers undertake anything from a day a week at one of our attractions to assisting during peak periods at events. There are also sometimes temporary volunteer roles available, for example during the summer or at the annual JORVIK Viking Festival in February.

Attractions volunteers join us at set intakes each year, which are advertised on our attractions websites or through our mailing list (see below).

#### Get involved in archaeology:

York Archaeological Trust also has some opportunities to assist in archaeology. Many of these volunteer roles are based with our Collections and Archives team who involve volunteers in a range of department based roles. We also occasionally have some digitisation roles with our Fieldwork team.

Volunteering suits anyone aged 18 or over who wants to gain hands-on experience in archaeology or working with archaeological collections and archives, share their skills, meet new people and get involved with the work of the York Archaeological Trust on a regular basis as part of an on-going volunteer team.

These roles are offered when there is a need in one of our teams. You can see any roles currently available on our main Trust website at [www.yorkarchaeology.co.uk](http://www.yorkarchaeology.co.uk) under the 'Join Us' page when they are available.

### **Undertake a Placement with us:**

If you have a short, block period of time to undertake your experience in (usually anytime from 2 weeks up to three months), are under 18 or have specific study or work related needs to meet then you would be best to consider our placement offers.

Placements usually join us during our attractions volunteer intakes, unless they are under 18 (see below) or the Placement is offered through a partner organisation.

### **How much time do I need to have to volunteer/ undertake a place?**

The amount of time can vary for each role and the role descriptions will give details on the amounts that each role may involve. For volunteering we usually advise involvement for six months or more (other than for our temporary roles) to allow you to gain the most from your volunteering. However, these are not set minimums and are only suggested to help you get the most out of each role.

On average people tend to volunteer about once a week or fortnight for either a full day or half-day. Times vary between venues/seasonally but on average are around 10 am – 5.30 pm. Half days are around 10 am – 1.30pm or 1pm – 5.30 pm.

The amount of time for placements varies. Most placements are available for two- three weeks and are usually 5 days a week' spread over a Monday – Sunday.

### **I think some of the roles may be of interest but where can I get more in depth information?**

We have full role descriptions for each of our volunteer roles and placements and these will be available to download from our websites as they are advertised. Please also see the 'Contact Us' section below.

Welcome and role training sessions are usually run for a morning or afternoon and we are looking to offer both in person and remote options for this training. All sessions will be listed under the 'Intake Period' section of our 'Volunteers' page. If you do find that none of the Welcome Days/Role Training Day dates are suitable please do talk to our Head of Volunteering so we can see how we can help.

Placements are invited to attend these training sessions but where they are not able to (for example if you currently live away from York) we can offer individual training for you on your first day.

## **Do you accept requests for bespoke placements?**

We work with a number of Colleges and Universities to offer placements linked to their courses.

Where possible we advise applications to consider our listed placement offers, as we work with teams across our organisation to provide a diverse placement programme offering a range of experience. However, for courses with specific requirements not met by these placements we may sometimes be able to accommodate new requests for bespoke placements. Please contact us using the 'Contact Us' details below.

## **How old do I need to be to undertake a placement or to volunteer?**

All our placements and volunteer opportunities are open to anyone aged 18 or above. For anyone under 18 years of age we offer work experience via the NYBEP (North Yorkshire Business & Education Partnership) scheme which offers York schools opportunities to get involved in the Trust. Details of this scheme are available in all participating schools and colleges.

## **Can I apply from abroad or if I don't live in York?**

We welcome applications from outside of York. Overseas applicants will need to ensure they can arrange a suitable visa to allow them to undertake a placement or volunteer with us. We are happy to arrange video interviews for anyone from abroad or anyone unable to travel to York for their interview.

## **What happens if I would like to volunteer/ undertake a placement?**

To ensure we offer a high level of support to all our volunteers and placements we now offer new attraction based volunteer and placement roles via set registration periods.

These periods allow potential volunteers/ placements to register their interest in joining our teams. We can then talk with any potential volunteers/ placements, discuss what options they are interested in and take-up references for them. We can then try and see if we can match people up with a role that will suit them and the Trust.

Anyone we are able to offer a place to will then be invited to attend training for their role. For volunteers this has usually involved a Welcome Day and Role Induction Day for each registration period. Please note that we do not start anyone in a volunteer role until they have completed their welcome and role induction sessions to ensure we have offered them the best opportunity to get all the information they might need. As such it is best that you are available for the Welcome Day and Role Induction Day for the registration period you choose to partake in. However, we will be working on ways to continue to offer taster sessions and 'find-out-more' meetings (virtually or in person) as we reopen the programme. These are designed to allow people to discover more about volunteering before they apply.

## **I would like to register an interest in volunteering.**

Wait for our next registration period to be advertised, look on our websites which roles are available to register for and then fill in a Volunteer / Placement Application Form using our online 'Better Impact' platform. You will need to sign up for an account with the Better Impact system, and you will have a chance to read our privacy statement before doing this.

If an application period is open and you would like a paper copy of the form posted to you, need help with the form or you have any questions about volunteering or undertaking a placement please do not hesitate to contact us; we will be happy to talk to you on the phone or meet with you in person or via video call to discuss the options on offer and help you decide if you would like to apply to volunteer or undertake a placement with us.

Once you have sent in your application form we will be in touch at the end of the intake period to let people know if we can take your application forward, if we can we will ask to arrange a date to meet with you to discuss the opportunities further. You are very happy for you to bring a friend or family member to meetings to support you if you would like to. We are also planning on video call meeting options where in-person meetings are not possible due to personal circumstances or social distancing needs.

### **Contacting us.**

If you have any questions regarding our volunteer or placement offer you can contact us by emailing [volunteer@yorkat.co.uk](mailto:volunteer@yorkat.co.uk).