

# Introduction

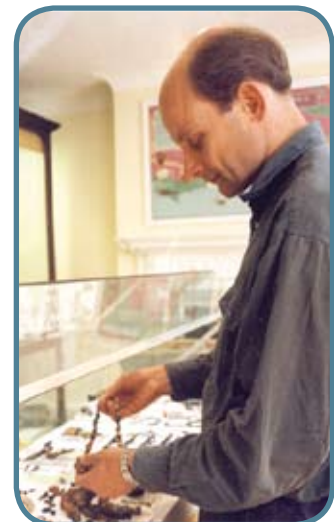
## Background information

The East Sussex Archaeology and Museums Partnership (ESAMP) is a part of East Sussex County Council (ESCC) and was set up in 1984 by ESCC and the Sussex Archaeological Society with two main aims:

- To provide training and learning opportunities for local people in the fields of archaeology, museums and environmental heritage.
- To make the rich cultural heritage of Sussex accessible to the widest possible public audience through an innovative and dynamic range of engagement opportunities.

## Volunteer Workskills Development programmes

The East Sussex Archaeology and Museums Partnership, (ESAMP), offers a wide range of voluntary training opportunities in the fields of archaeology, museums and environmental interpretation. Over the last twenty five years ESAMP has developed a network of partnerships with heritage and environmental organisations across Southern England. These bodies help support and run the volunteer training programmes and ESAMP trainees and volunteers help these organisations to achieve their goals.



*This information pack provides specific information on the range of opportunities offered by ESAMP. General information on the opportunities is provided in the first section of this pack and specific details of the placements is provided in the sections entitled – Volunteer Workskills Development Placements.*

# Volunteer Placements

ESAMP has won national recognition for the quality of its adult education and training services. In 2005 ESAMP was awarded three grade 1's, for outstanding performance, by the Adult Learning Inspectorate (ALI). The ALI is the government body responsible for inspecting all government funded training for adults in England. In 2007 ESAMP was awarded a grade 1 for outstanding by OFSTED for its training provision. ESAMP has a strong record of helping many hundreds of people achieve their career aims over the last 25 years.

## Celebrating diversity

ESAMP welcomes and supports applicants from all parts of the community. We are fully committed to promoting a positive and supportive environment for all our participants.

## Volunteer development placements

### Duration and time commitment

The volunteer development placements can last for up to 52 weeks. They are a blend of work experience, structured training and jobsearch support. These placements allow participants to develop a wide range of transferable skills, to gain vocational skills and qualifications and to increase their personal confidence in the work environment.

The varying lengths of placement are designed to reflect the different needs and circumstances of each individual undertaking a placement. This matter will be evaluated and discussed during the initial interview.

Typically most ESAMP volunteers spend 2-3 days a week on placement; however, in some cases, this can be up to five days a week. The time input will be agreed with each individual and will reflect their individual circumstances, their training requirements as well as requirements of the particular placement they undertake.



# Eligibility and Selection

## Eligibility and selection

The volunteer development placements are available to people who are currently volunteering in museums as well as people who are interested in starting volunteering. The majority of people undertaking placements are people who are currently not in employment but these opportunities are open to everyone, including those working part-time. The skills which are needed to undertake the placements are itemised in the placement information section. For all the opportunities, a genuine enthusiasm and desire to learn is as important as any existing skills. Where applicants for placements already have good background skills and experience, the ESAMP placements provide an opportunity to maintain, update and enhance these skills.

If you have any questions concerning your circumstances or eligibility for the placements you can email or phone us and we will attempt to clarify any queries you might have. We are particularly keen to support applicants who wish to use the volunteer placements as a means of enhancing their employment opportunities and whilst gaining employment is not the only aim of the placements it is an outcome which we strongly support.

## Applying for a placement

In order to apply for a placement you will need to complete the application form which is at the back of this Information pack. This needs to be returned to us at the address marked on the first page of the application form. The form can be sent by mail or downloaded from our website [www.esamp.com](http://www.esamp.com) and emailed to us at [esamp@eastsussex.gov.uk](mailto:esamp@eastsussex.gov.uk). For the placements with the Archaeology and Interpretation Unit (see pages 7-10) selection is made by ESAMP staff. For the other museum and partner based areas, staff from these organisations are involved in the selection process. Our procedures for selecting applicants are designed to be fully open, inclusive and supportive of all applicants so please do ask for any guidance or support which you need.



# Individual Development Plans

## Individual Development Plans

At the start of the placement, an Individual Development Plan (IDP) is drawn up by each participant and ESAMP staff. This provides a framework that allows individuals to put together a customised package that meets their own particular needs and requirements. The IDP will reflect each individual's previous skills and experience as well as their future aspirations. Staff from partner organisations may sometimes be involved in the development of the IDP's.



### Progress monitoring

The overall broad aim of the placements is that participants are able to continually develop their skills, experience and qualifications. This is monitored and developed through ongoing progress reviews. These are held between the individuals, their workplace supervisors and ESAMP staff. The nature and the frequency of these are agreed at the start of the placement on an individual basis. Participants are supported in taking the overarching responsibility for the recording and development of their progress.

### Skills and qualifications

Whilst on placement individuals will gain a mixture of vocational experience and enhanced work skills. In some cases a need for further qualifications and courses may be identified as part of the reviewing process. It may be possible to undertake these as part of the placement, in which case financial support for these costs may be provided by ESAMP. Any qualifications will be specific to the training needs of each individual. Where qualifications are not available then appropriate short courses may be undertaken.

# Individual Support

## **Jobsearch and employment**

All the training placements are designed to give participants knowledge, skills and confidence to achieve realistic career aspirations. ESAMP has long-standing contacts with many local employers and educational establishments. ESAMP participants are made aware of locally and nationally available jobs. The placements allow participants the opportunity to demonstrate their skills to employers. A range of support mechanisms and structured jobsearch training are available to help ESAMP participants achieve their learning and career goals. Specific details of employment support initiatives are given to participants at their start of their placements. These include training sessions in identifying job sources, completing paper and electronic application forms, interview techniques training, CV development and employment readiness strategies. A set range of training in these areas is offered to all participants and support is then customised to individual participant needs.

## **Work experience, skills development and internal training**

The aim of all the ESAMP placements is to enhance the existing skills of participants and to develop new areas of expertise and competence. The placements are set up with these overarching aims very clearly in mind. All participants will record their previous skills and experience in their Individual Development Plans at the start of their placement. They are also encouraged to identify their learning and employment objectives. In many cases individuals will be able to gain the specific experience and skills which they need within their site based placements. However in some cases it may be necessary for participants to work across more than one placement area to gain the skills they need. In some cases participants will be set particular projects which will provide them with the work experience or project management skills which they need to develop. Further, a range of internal training opportunities will be made available to all participants. Some of these sessions will be run by ESAMP staff who are subject specialists, in other areas staff from partner museums will contribute to training sessions and external specialists will be brought in periodically.

**The placements offered by ESAMP are generously supported by the following bodies**

**The Heritage Lottery Fund  
The Museums Libraries and Archive Council**

# Placement Opportunities

## Placement Opportunities

**This section lists the specific opportunities which are available. These opportunities are constantly changing and new placements being developed, so please contact us at any time to find out what is currently available. The information is deigned to give general information about the placements and more specific information will be provided at the interview and selection stages.**

## Placements with the ESCC Archaeological Interpretation Unit (AIU)

The AIU aims to enable and support local people to fully participate in the cultural, economic and social lives of their communities by accessing, understanding and engaging with their cultural heritage. This is achieved through a range of very diverse and innovative cultural heritage programmes and activities.

This programme of work is carried out by the Archaeological interpretation Unit (AIU). The AIU comprises a team of up to 20 participants capable of taking on substantial projects such as reconstruction buildings and large scale public events. The AIU also runs a very successful and widely respected educational service for schools, universities and museums. A significant component of the training and work experience for volunteer participants is delivered through engagement in this interpretation and education programme. All participants are encouraged to join in a wide range of AIU activities. This ensures that participants gain a comprehensive range of vocational and transferable skills.



Participants can gain a broad range of vocational and transferable skills including:

- Researching archaeological and historical topics
- Practical craft skills
- Preparing educational resources
- Report writing
- Direct teaching with adults and children
- Designing interpretative packages
- IT usage
- Gallery display and design

# Training with the AIU

## Details of specific training and experience on the AIU

### Education and interpretation training

Alongside the broad participation, individuals are encouraged to develop specialist areas. This allows participants who have strong existing skills to continue to develop these as well as supporting participants to develop specific vocational skills and experience. Participants typically take on special projects in a range of areas including:

- Research
- Display and interpretation
- A range of craft skills
- Environmental management and interpretation
- Historical environment research
- Teaching
- Archaeological research and project work
- Traditional building skills

### Public Education Experience

AIU volunteers participate in a wide range of community educational and interpretative events for museums, schools, universities and heritage sites. These include:

- Large scale heritage and environment themed events at a number of sites across Sussex
- Family days at local museums
- Reconstruction building projects with schools and museums
- Artefact and archaeological based teaching sessions in local schools
- University courses in Ancient Crafts and Technologies
- Designing and installing museum displays
- Large scale landscape public engagement programmes

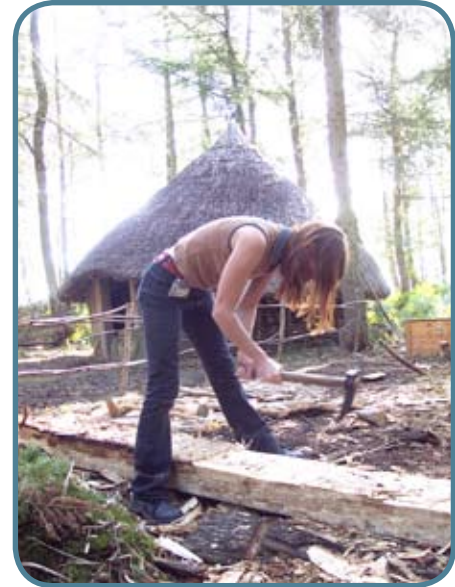
The AIU mostly works in Sussex but has taken on a significant number of commissions with bodies such as the Museum of London and heritage partnership and exchange initiatives with French partner organisations. These projects provide excellent experience for participants in wider professional contexts.

Full training is given in teaching and presentation skills, in the development of written material and teaching resources and in the creation of lesson plans and interpretative support literature.

# Training with the AIU

## Practical craft skills

AIU participants receive in-depth instruction in a wide range of traditional craft skills. In some cases these crafts originated in the prehistoric period and their usage has carried on until recently here in Sussex. In addition to learning the craft skills, ESAMP participants also gain experience in carrying out the necessary underpinning historical research. Participants learn how to set up and use these crafts in an educational framework. These opportunities are excellent for participants wishing to gain experience as education officers, craft officers or museum demonstrators.



## Computing and IT experience

ESAMP has well resourced IT facilities and participants can gain experience using a wide range of industry standard software.

Participants are set individual projects such as the production of leaflets, articles, databases or posters which are used in ESAMP's educational and interpretative programme as well as in external displays and commissions. Participants therefore learn not only the relevant IT skills but also the industry standards which apply to such products. Participants are encouraged to enhance their CVs with examples of work undertaken during these external commissions.

# Training with the AIU

## Environmental experience

The AIU carries out some basic coppicing and woodland work. Training is given in woodland management, tree identification, coppicing, planting and hand tool usage and maintenance.

ESAMP also carries out a great deal of its interpretation work in woodland and outdoor environmental contexts, providing an opportunity to gain a broad grounding in environmental interpretation.



ESAMP also works in partnership with a number of environmental bodies and a number of previous AIU participants have moved into employment in the environmental sector. ESAMP carries out a range of archaeological and historical research. Full support and training is given for this work. Currently ESAMP is creating a detailed record of the churchyards in Lewes. This involves the mapping, photographing and recording of all the churchyard monuments. This field data is entered into databases so that the information can be interpreted. The fieldwork is complimented by a programme of historical research of all the relevant documentary sources. The finished surveys are then collated and published.

# Training with the AIU

## Archaeological and Historic Skills work

The AIU carries out a range of small archaeological and historical research which participants can help work on. The AIU runs small scale excavations with schools, often in the school's own grounds. These excavations are designed to provide the children and ESAMP participants with the background skills involved in archaeological excavation. For participants who wish to gain more comprehensive training and experience in excavation and surveying techniques we have links with the local societies and bodies who carry out excavations. For participants who wish to explore this area further we are sometimes able to arrange professional training on local excavations.

ESAMP also has links with the University of Sussex Centre for Community Engagement which offers a range of archaeological courses and many previous ESAMP participants have undertaken the excellent courses offered by CCE.

ESAMP also carries out training in experimental archaeological techniques. This involves the observation and recording of archaeological material, the design of experimental research programmes and the carrying out of practical experiments. This approach allows participants to recreate archaeological material within a scientific framework. This training is offered to AIU participants, members of the public and students from Sussex University.

### Person Specification

Previous archaeological experience and qualifications are not essential. The following list of qualities are desirable in relation to the volunteer placements.

- Communication skills
- Arts or craft skills
- An interest in education
- An interest in archaeology, history and the environment
- An ability to work individually and in a group environment
- Punctuality and reliability

