



**If you are looking to broaden your experience, raise your profile and have a say - then a volunteer role with the ARA is for you!**

# why be... a Training Officer?

**Are you a good organiser? Are you interested in the training and development of people? Ready to develop your skills in event management?**

**Then put yourself forward to be a National or Regional Training**

## **What are the benefits of being a Training Officer ?**

- Develop your skills in event management, training, budget planning and liaising with speakers.
- Gain extra credits towards Registration or your continued professional development.
- Have your say and influence the ARA work.
- Raise your profile by liaising with members at all levels.

## **What would a Training Officer be asked to do?**

- To work with national or regional members to identify training needs.
- Organise, run and promote training events within budget.
- Organise outside speakers to contribute.
- Work with the Treasurer, CEO and ARA Office to gain financial sponsorship for the training activities.
- To report to the Training Officers Sub-Committee (TOSC) twice a year and to attend meetings where possible.
- To attend and participate in national or regional committee meetings.
- Maintain good communication with other officers, attend meetings and join in on national or regional events and activities.

## **Who would I be working with?**

- Your Treasurer regarding budgets.
- Your Communications Officer to help promote the training events.
- The Training Officers sub Committee when required to keep involved with ARA National training activities.
- The rest of your members.

## **How much time would be involved?**

- One AGM, 1 or 2 Training Officer Sub-Committee meetings and 2-3 other meetings through the year.
- About 2-3 hours a month.

## **Who can I contact to understand more?**

- Visit [www.archives.org.uk/about/nations-and-regions.html](http://www.archives.org.uk/about/nations-and-regions.html) to find your national or regional contacts.
- Or contact John Chambers by email [john.chambers@archives.org.uk](mailto:john.chambers@archives.org.uk) or phone: 01202 722000.

# Consider the value of volunteering:

## **ToYou- Your career...**

- by adding to your CV with experiences you might not be dealing with in your paid position.
- by being involved with the 'bigger picture' of archival issues and strategies.

## **Your learning...**

- by adding your new experiences towards your Continuing Professional Development plan or Registration Scheme.
- by increasing your understanding of archival issues from across the region, and nationally.
- by taking part in planning, meetings, projects and procedural delivery, all skills and experiences to take into your own workplace.

## **Your profile....**

- by getting noticed and recognised for the work you do to help the ARA.

## **Your network....**

- by joining in and getting to know like-minded people near you.

## **ToARA-**

By helping take the organisation forward with its work...

- to help its members develop their careers and standards in the workplace.
- to drive a recognition of the value of its work and increasing importance.
- to encourage involvement and accessibility to all.

Our volunteers make up a huge part of the success of the ARA. We need our members to help make the Association a thriving and dynamic organisation. The ARA provides guidance to archivists, records managers and conservators, advice to users and promotes the views of the sector as a whole to government and wider society.

The Committee for the Nations and Regions is one of the ways that the Board of ARA communicates with the membership. There are eight English Regions and Wales, Scotland and Ireland. Each Nation or Region has a committee made up of members fulfilling different roles. Other roles include Communications Officers, National or Regional Representatives, Training Officers, Secretaries and Treasurers.

## **If you would like to know more, visit**

[www.archives.org.uk/about/nations-and-regions.html](http://www.archives.org.uk/about/nations-and-regions.html) to find your national or regional contact.

## **Or contact John Chambers**

email: [john.chambers@archives.org.uk](mailto:john.chambers@archives.org.uk) or phone: 01202 7222000.



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