

Job Description

Archives Volunteer

Location - Based at Sir Oswald Stoll Mansions, 446 Fulham Road, London SW6 1DT, with possible occasional travel to other Stoll Foundation sites

Reports to - Heritage Project Officer

Role type - Volunteer

Hours of work – Flexible hours to be agreed with Heritage Project Officer, within normal working hours

Salary – N/A, expenses reimbursed in line with Volunteer Policy

Background

The Stoll Foundation is the leading provider of housing and support services to vulnerable veterans. Founded in 1916 by theatre impresario Sir Oswald Stoll to house severely disabled WWI veterans, The Stoll Foundation has provided a sanctuary to help veterans rebuild their lives for over one hundred years.

In 2025, The Stoll Foundation was awarded a National Lottery Heritage Fund grant to undertake a heritage project entitled 'Veterans' Voices: 100 Years of Housing Heroes', exploring the rich history of our charity, including our large archive.

The Role

The Stoll Foundation is seeking cataloguing volunteers to assist in the cataloguing and preservation of the Foundation's historic documentary, film, photographic, and object archive. The archive is the documentary and photographic record of the Foundation's activities from its creation in 1916 until 1986, including governance, tenant selection, buildings maintenance, and tenant medical details for the period when The Stoll Foundation provided medical services. It has been stored, uncatalogued, with Hammersmith & Fulham Libraries since the mid-1980s. We recently received National Lottery Heritage Funding to catalogue the archive and extract stories of the Foundation's history from it to be used in workshops with our residents and those local to the Fulham area.

Volunteers' commitment can be flexible, by arrangement with the Heritage Project Officer, who will oversee all volunteer activities. We seek a minimum commitment of 2 days/month, but this can be split across four half days, two full days, or some combination of both. The focus of volunteers' time can be arranged in discussion with the Heritage Project Officer to identify material of interest to them. More frequent commitments will be happily accommodated. Unfortunately, we cannot accommodate requests to volunteer on weekends or outside standard working hours (Monday-Friday, 9am-5pm). Volunteers may terminate their engagement with the Stoll Foundation at any time by providing same-day notice. The project

runs until August 2028, and we anticipate the cataloguing portion to continue until early 2028, although there is no obligation to commit to any specific period of time.

This is a fantastic opportunity for anyone keen to develop cataloguing and archival skills, who may wish to go into archive work or study archives and information management, or who is simply interested in the history of Fulham and the Armed Forces in London.

What you can expect:

As part of your volunteering commitment, The Stoll Foundation will ensure that you have the opportunity to:

- Engage with archival material in line with your personal interests, where possible
- Develop archival skills such as descriptive metadata, archival arrangement, digital preservation, cataloguing and Collections Management Systems, original order research, archival hierarchy, twentieth-century palaeography, discoverability, history-telling through archival resources, the selection and use of preservation of materials, and other skill relevant to archival practice
- Participate in workshop design using the archive's resources
- Access conscientious and practice-informed support mechanisms for any difficult or distressing material which may be encountered (such as medical details, or those related to disability or social exclusion)
- Be supervised and supported by a qualified historian, including signposting to any relevant training which may be of interest (these may include the opportunity to attend relevant conferences and industry meetings alongside the Heritage Project Officer)
- Reasonable travel expenses reimbursed in line with our volunteer policy
- Volunteers with relevant skills and interest may be invited to assist with hosting workshops and events related to the project's outputs in the Fulham and South West London area

Person specifications:

Applicants should have:

- A keen interest in archives, cataloguing, and collections preservation (this may be in documents (the majority of the archive), photographs, film, or objects)
- An interest in the history of Fulham, the history and practice the military charities, medical practices in the early twentieth century, or any other historical interest to which the archive may be relevant
- The ability to commit to 2 days/month on average based at Sir Oswald Stoll Mansions
- Some prior knowledge or experience of cataloguing and archival work is beneficial, but not required if the candidate has a demonstrable interest in entering the field and would benefit from the volunteering opportunity
- A valid basic DBS check is required but can be provided by the Stoll Foundation

The Stoll Foundation strives to be an equal opportunities employer and welcomes applications from all sections of the community. We particularly welcome applications from ex-service personnel.

I have read this role description and person specification; I have discussed it with the relevant line manager and understand the requirements of the role.

Name:

Signature:

Date:

If you would like to apply, please express your interest via email to heritage@stoll.org.uk.

As this is a long-term, ongoing project, applications are welcome at any time between 01/06/26 and 01/05/28.

To discuss this role further, please contact Heritage Project Officer Dr. Olivia Baskerville at heritage@stoll.org.uk.