

The National Archives Student Placement Scheme

Role: Webinar Developer

About the project

The National Archives is in the process of developing a series of webinars as part of our new [‘What’s On’ programme](#) of public events and exhibitions. This is in line with our business priority to expand and diversify our audiences.

To date, Advice and Records Knowledge have delivered a short series of subject-related webinars and are currently trialling new software through a number of webinars including topics such as the First World War and help using our online catalogue.

In order to successfully develop and deliver webinars, the process would benefit from a project to investigate:

- webinar programmes offered by other institutions
- how our current and potential new audiences could best benefit from what we offer
- recommendations as to best practice in terms of audience groups, aims, structure, delivery and gathering feedback

About the role

The successful applicant would be required to develop a proposed research plan to answer key questions relating to webinar development and delivery as identified and discussed with the supervisor. The individual will then be expected to follow the research plan and deliver the results of their findings after an agreed period of time. They will then report back to staff at The National Archives and work with the supervisor and other colleagues to make recommendations and plan a webinar based on these recommendations or their selected aspects. Depending on the time period involved, the student may be invited back to help facilitate the planned webinar once it is scheduled within The National Archives ‘What’s On’ programme.

There is significant opportunity for the successful candidate to shape the nature of the project after some initial fact finding. With the support of the supervisor, it would be expected that the individual develops the project as they see fit to meet the desired outcomes. The final webinar topic will also provide the opportunity for the individual to select a subject of their choosing based on the outcome of their research and within the research priorities of The National Archives. This final

webinar could be suited to students interested in arts/humanities or those interested in technology or other disciplines related to the work of The National Archives and the needs and interests of a developing audience.

Duration of the role

The proposed length of the placement is two months, but The National Archives is committed to offering a flexible working environment for students. The exact time plan can be negotiated with the supervisor at the beginning of the placement subject to the placement and student requirements.

Skills development and attainment

During the period of the placement, students will develop and cultivate the following skills and expertise:

- Audience research skills;
- Application of different methods of data gathering, potentially using online communities, one to one interviews, focus groups, questionnaires;
- Document handling and research skills using The National Archives' collection;
- Presentation skills;
- Presenting research findings and analysis through the delivery of an original piece of work as part of a webinar designed with staff at The National Archives. This would be based on a topic identified from the research findings, such as our research tools, the potential use of our collections, archival resources or an historical topic.

The student will gain a range of skills through working in a governmental and cultural organisation, developing an understanding of the relationship between the organisation and its existing and potential audiences. The student will also gain skills in archival and audience research, presenting findings, and developing a Public History artefact (webinar) by the end of the placement.

About the candidate

To apply for this placement, students must meet the minimum eligibility criteria:

- Be 18 and over
- Be studying at a UK further or higher education institution for a qualification with a compulsory placement component.

In addition to the minimum criteria set above, students should demonstrate an interest or experience in the following:

- A strong interest in history, archives or other relevant subject;
- An interest in the cultural sector and audience development;

- Evidence of analytical skills (qualitative and quantitative);
- Experience of delivering presentations to a high standard;
- Experience with, or a demonstrable interest in, the use of web or digital technologies and social media.

Applying for this placement position

To apply for this placement position, please provide the following:

1. a cover letter detailing your interest in this particular position and how you meet the person specification. Please ensure that you clarify in your cover letter that you meet the minimum eligibility criteria.
2. An up-to-date CV.
3. A letter from your supervisor or relevant member of staff confirming that you are enrolled in a course that incorporates a compulsory placement component.

Applications should be sent to research@nationalarchives.gsi.gov.uk.

The **closing date** for this placement position is midnight on **Friday 1st May**.