



PEOPLE'S ARCHIVE Plymouth

The archive for our city

Archive Review Officer

Making sure history is clear, accurate, and respectful

As an **Archive Review Officer**, you help make sure recorded history is ready for long-term keeping.

This role is about **careful checking and common sense**, not authority or enforcement.

You look at records that have already been entered and:

- Check that descriptions make sense
- Improve clarity where needed
- Spot missing or confusing details
- Flag anything that needs extra attention

You are **not** expected to know everything.

You are **not** expected to make final decisions.

If something feels uncertain, you simply mark it for further review.

You do **not** delete anything.

You do **not** make permanent changes.

Think of this role as:

“Is this clear, understandable, and suitable to move forward?”

This role is ideal if you enjoy:

- Reading and checking information
- Noticing small details
- Improving clarity and accuracy
- Helping set high standards without pressure

Your work helps ensure Plymouth's history is recorded carefully, fairly, and responsibly.