



PEOPLE'S ARCHIVE Plymouth

The archive for our city

Heritage Records Officer (HRO)

Helping Plymouth's stories be remembered

As a **Heritage Records Officer**, you help capture and preserve Plymouth's history so it is not lost to time.

This role is about **careful recording**, not technical skill.

All in digital format, you might be helping with:

- Old photographs
- Letters, diaries, or documents
- Memories shared by local people
- Audio or video recordings

Your task is to **enter information into the archive clearly and thoughtfully**, so future generations can understand what each item is and why it matters.

You do **not** need computer expertise.

You do **not** need historical training.

If you can:

- Read carefully
- Type basic text
- Follow clear instructions
- Take pride in accuracy

...then you can do this role.

You will **never** be able to accidentally delete anything or cause harm.

Everything you add is checked later by another team.

This role is ideal if you enjoy:

- Organising information
- Working calmly at your own pace
- Contributing quietly but meaningfully
- Knowing you are helping preserve real history
- Using your local knowledge for the good of the city

You are often the **first pair of hands** that history passes through and this role is the vital cog in the working of the entire project. Without our **HRO's** we cannot progress.