

Call for Volunteers

Do you have our national heritage at heart? Are you interested in the safekeeping and preservation of our tangible heritage? Is 2023 your year to get more involved?

Well, here is your chance! **WE NEED YOU!**

This is your chance to volunteer at your ease in a safe, secure and clean environment.

THE MAIN NOTARIAL ARCHIVES' CALL FOR VOLUNTEERS IS NOW OPEN.

Volunteering opportunities abound for the digitisation projects at the Office of the Notary to Government, which houses the Main Notarial Archives in Valletta.

If you wish to volunteer a few hours a week, mornings, afternoons or evenings, if you like meeting people sharing your same passion for our national heritage, the volumes at the Main Notarial Archive are waiting for you. Even a few hours will help.

The Office of the Notary to Government seeks enthusiastic volunteers to help in the digitisation projects of its Main Notarial Archives, as part of a bigger holistic project aiming at preserving the archive's rich collection of historic documents and making them more accessible to the public.

Volunteering at the Main Notarial Archives offers you the opportunity to:

- Help a great cause
- Work in safe, secure and clean environment
- Be part of a friendly team
- Learn new skills related to handling of tangible heritage and IT
- Make a difference in your community
- Be a hero for our national paper heritage
- Help you in your extra-curricular credits if you are a student

For more information contact notarial.archives@gov.mt. Training will be given to interested applicants.

Deadline for applications is 15th March 2023.

FAQs

How do I apply?

Email us on notarial.archives@gov.mt during the call's period, giving us your details and we will get in touch with you. Applicants will be reviewed to assess their suitability to carry out such duties and to explore any other possible ways of volunteering.

What does it consist of?

Mainly two tasks related to the digitisation projects consisting of:

- Scanning of documents archived at the Main Notarial Archives within the Office of the Chief Notary to Government;
- Cataloguing and indexing of the scanned documents archived at the Main Notarial Archives within the Office of the Chief Notary to Government.

How long is the commitment?

Your time is precious for us. We value your interest and appreciate your contribution. Hence, the length of commitment varies depending on your availability. You can come volunteering as much as you like, during morning hours, afternoons and evenings. We will sort out a timetable according to the volunteers' availabilities and needs.

Do I need any particular skills?

Ideally, those applying have basic IT literacy and are sensitive to the fragility of the documents. However, put your mind at rest that we will give you the necessary training.

How else can I get involved with the Main Notarial Archives?

There are other ways to get involved. We can discuss further of course.

I missed the submission period. Can I still apply?

Unfortunately, you will need to wait until the next call in a few months. However, if you want us to make a note of your interest please email notarial.archives@gov.mt.