



# Glamorgan Family History Society

Cymdeithas Hanes Teuluol Morgannwg

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## JOB DESCRIPTION FOR THE POST OF RESEARCH/LOOK UP COORDINATOR

### 1. OVERVIEW

Responsible to Executive Committee;

Research queries are received from both members and non-members on a regular basis;

Queries are forwarded from the Secretary, Aberkenfig Resource Centre and also sent directly to [research@glamfhs.org.uk](mailto:research@glamfhs.org.uk);

A number of individuals in the Society are available to undertake research/look ups;

A Research Policy has been written to help standardize the amount of FREE and paid research undertaken by Society volunteers.

RESEARCH/LOOK UP COORDINATOR is NOT an Executive Committee 'Trustee' role.

### 2. MAIN RESPONSIBILITIES/TASKS

- Respond to all research queries from both members and non-members;
- Assess research requirement and send initial acknowledgement;
- Answer simple research queries where possible;
- Forward local queries to relevant Branch/individuals as appropriate;
- Forward MI Look Up queries to MI Look Up Coordinator;
- Provide enquirer with a list of appropriate resources where research is possible by the individual themselves eg census returns on Find My Past/Ancestry;
- Guide enquirer towards the website where relevant information is available in our Members Only Area (ie to members);
- If research is extensive or involves a visit to an archive provide enquirer with a list of professional researchers.
- Undertake research necessary to answer initial query and provide enquirer with their next steps.
- Advise enquirer of our research charges after one hour FREE research (see current Research Policy for details).