



THE CHURCH
OF ENGLAND

NATIONAL CHURCH INSTITUTIONS

ROLE PROFILE FOR ARCHIVES ASSISTANT

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

Founded in 1610, **Lambeth Palace Library** is the historic library and record office of the Archbishop of Canterbury and the principal repository for the archives of the National Church Institutions in London. It is freely open for public use, serving as a research centre specialising in ecclesiastical history, but with far wider-ranging archive, manuscript and printed collections, dating from the 9th century to the present day and encompassing everything from medieval manuscripts and early printed books through to modern archives and digital records.

The Library's vision is to collect, preserve and make accessible the memory of the Church of England, so that its cultural and religious history can be explored and enjoyed by all. Further details may be found on the Library's website: www.lambethpalacelibrary.info

What you'll be doing

The purpose of this role is to support the vision and mission of the Library by contributing to the provision of access to the Library's collections of archives of the NCIs and external collections via reading room and enquiries service, cataloguing and outreach activities, for the benefit of internal and external users.

MAIN DUTIES AND RESPONSIBILITIES

1. Cataloguing archives to agreed standards using CALM software, to be made available to researchers via the Library's online catalogue. This includes flagging sensitive material, and applying appropriate closure periods and content warnings.
2. Engaging with readers and researchers, including both internal and external users, to promote the use of the collections, through managing the day to day running of the Reading Room on a rota basis, including document production and other related duties.
3. Answering enquiries (including some requiring research into the collections) and advising readers and researchers on sources in the Library and in other collections; providing copies of material and maintaining accurate records of orders and payments for copying services.
4. Assisting colleagues, including the digital officer, in the provision of copies of material in digital formats through the reprographics service, using photographic equipment and software on an ad hoc basis.
5. Participating in, planning and where necessary delivering, role appropriate outreach and engagement activities to support the Library's vision to be accessible to all, such as writing blogs or contributing to work on exhibitions.
6. Improving collections knowledge through regular continuing professional development activities.
7. Working with colleagues to ensure the security and safe use of the collections, including working with collections care to flag material for conservation.
8. Working with colleagues to assess and modify reading room policies and procedures to ensure the security and safe use of the collections.
9. Working with other assistants to produce and update guides for staff and researchers using the reading room.
10. Carrying out any other duties as required.

"All staff working at Lambeth Palace share responsibility to promote and maintain a strong safeguarding culture with regard to children and vulnerable adults, including identifying the key actions they should take given their role and responsibilities."

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into 'essential' and 'desirable' criteria and both are grouped into the categories listed below. 'Essential' criteria are those that the post-holder absolutely must have in order to do the job, i.e. the job cannot be done without those qualities. 'Desirable' criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do, i.e. the job can be done without those qualities. Anything that is not absolutely 'essential' falls into this category.

Essential

Skills/Aptitudes:

- Good IT and keyboarding skills, including Microsoft Office.
- Good oral and written communication skills.
- An interest in, and enthusiasm for, archive and library collections.
- Basic understanding of data protection legislation (including GDPR).

Education:

- Demonstrable commitment to a career in archives and/or records management.

Knowledge/Experience:

- Experience of working in a public service environment.
- An understanding of how user services operate within archives and libraries.
- Familiarity with archive management systems, preferably CALM for Archives.

Personal Attributes:

- Good interpersonal skills and the ability to deal politely, confidently, and efficiently with internal and external users.
- Ability to process requests for information efficiently by conducting appropriate research.
- Ability to work unsupervised and as a member of a team.
- Ability to organise own work and prioritise duties.
- Ability to work under pressure and to meet deadlines.
- Ability to work methodically and accurately showing attention to detail.

- Ability to work to agreed standards.
- Ability to manage multiple tasks/projects and to work flexibly.
- Ability to handle items in diverse formats and conditions as necessary to the role in accordance with procedures relating to manual handling and working at height.

Circumstances:

- Required to work occasional weekday evenings and Saturdays. On a rota basis, the postholder may be required to work up to 12 evenings and 12 Saturdays per year to accommodate Reading Room opening hours, currently until 7.30pm on Thursdays and one Saturday a month.

Desirable

Knowledge/Experience:

- Knowledge of British history, with an interest in ecclesiastical history.

Vacancy Summary

JOB TITLE:	Archives Assistant
NCI ENTITY:	Church Commissioners
DEPARTMENT:	Lambeth Palace Library
GRADE:	Band 7 Standard Point
SALARY:	£30,430
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Lambeth Palace Library, Lambeth Palace Road, SE1 7JT
WORK ARRANGEMENTS:	Required to work in the office Monday to Friday with weekday evenings and Saturdays. On a rota basis, the postholder may be required to work up to 12 evenings and 12 Saturdays per year to accommodate Reading Room opening hours, currently until 7.30pm on Thursdays and one Saturday a month.
SUITABLE FOR FULL HOMEWORKING:	No
HOMEWORKING REQUIRED:	No
CONTRACT TYPE:	Fixed-Term until end of August 2026
IS A DBS CHECK REQUIRED?	<input type="checkbox"/>

IF YES, WHICH LEVEL	Select level of DBS Check required
IS A FAITH-BASED FOR APPLICABLE FOR THIS ROLE?	No
ORACLE POSITION CODE:	8017683
COST CODE:	15066
PARENT POSITION:	Archivist