

ROLE PROFILE FOR PROJECT COORDINATOR: ARCHIVES

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

The Church Commissioners manage the historic assets of the Church of England and fulfil other administrative functions in support of the Church's mission. The Church Commissioners have recently undertaken research into the roots of these historic assets and have found that they have links to transatlantic chattel enslavement. Forensic accounting research has been undertaken to understand the full financial links, but further research into our collection is required to gain a deeper knowledge of the full extent of the Commissioners' historic involvement. As part of the Church Commissioners' response to what they have learned about their history, they have committed funding to support other areas of the church to undertake their own research and this role will also support this area of work.

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 history can be explored and understood by all.

Further details may be found on the Library's website: www.lambethpalacelibrary.info.

What you'll be doing

Contributing to the processing, interpretation and promotion of the Library's collections for the benefit of all, in support of the vision and mission of the Library.

In particular, contributing to the cataloguing of seventeenth- to twentieth-century records to enable further research into the church's historic links with transatlantic chattel enslavement, and to undertake relevant outreach and engagement activities.

MAIN DUTIES AND RESPONSIBILITIES

1. Participating in outreach and engagement activities to engage diverse audiences and support research into historic links to transatlantic chattel enslavement. These activities will support the Library's vision to be accessible to all, including community engagement and outreach programmes.
2. Reviewing and cataloguing archives using specialist software (for example, CALM Archives) for the Library's online catalogue. This may also include uploading these records to hub catalogues and, where appropriate, updating or creating research guides.
3. Responding to our external and internal readers and researchers to promote the use of the collections. This includes, for example, supervising the Reading Room on a rota basis (with responsibility for security while on duty there), answering enquiries and supporting and advising church, dioceses and cathedrals on how to undertake their own research using the materials held in the collection.
4. Improving collections knowledge through regular continuing professional development activities.
5. Working with colleagues to ensure the security and safe use of the collections.
6. Playing an active role in the wider work and relevant projects of the Engagement Team and the Library, as required.

All staff working at the National Church Institutions 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 including applicants affected by the history and legacy of chattel enslavement.

Essential

Skills/Aptitudes:

- Good IT and keyboarding skills, including Microsoft Office.
- Good oral and written communication skills.
- An interest in, and enthusiasm for, historical library and archive collections and in particular, collections relating to shared global histories.
- Ability to work within contested and historically complex areas with confidence, resilience and sensitivity.

Knowledge/Experience:

- A deep understanding of the history and legacy of African chattel enslavement.
- Experience in undertaking methodical research and keeping associated records.
- Experience in promoting heritage to a wide and diverse audience and delivering appropriate outreach activities such as talks and hosting groups.
- Success in working collaboratively with researchers and other archivists to explore and catalogue archival material.

Personal Attributes:

- Good interpersonal skills and the ability to deal politely, confidently and efficiently with internal and external users.
- Willingness to undertake trauma-informed training in working with material relating to the history of transatlantic chattel enslavement.
- 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.

Education:

- Ability to demonstrate relevant knowledge, for example, through a professional qualification in archives management or equivalent experience.

Circumstances:

- 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.

Desirable

Knowledge/Experience:

- Experience in cataloguing archive, library, museum or other heritage collections.
- Familiarity with current descriptive and authority standards and experience in their application in collection processing.
- Experience in reading handwriting from the seventeenth to the twentieth centuries.
- Experience in producing finding aids to facilitate archival research.
- Experience in supervision of members of the public consulting archive collections, and experience in a Reading Room housing multiple readers.
- Experience in promoting archive collections, via exhibitions, social media or other engagement activities.

Vacancy Summary

JOB TITLE:	Project Coordinator: Archives
NCI ENTITY:	Church Commissioners
DEPARTMENT:	Lambeth Palace Library
GRADE:	Band 6 Standard Point
SALARY:	£34,801
WORKING HOURS:	35
PRIMARY OFFICE LOCATION:	Lambeth Palace Library, Lambeth Palace Road, SE1 7JT
WORK ARRANGEMENTS:	Required to work in the office. Normal working pattern: 35 hours per week, with an hour's unpaid break for lunch, to include occasional evening and Saturday working. 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:	Permanent
IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL	<input checked="" type="checkbox"/> Basic
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	No
ORACLE POSITION CODE:	8103857
COST CODE:	11129
PARENT POSITION:	Archivist