

Job Description

Job Title: Project Archivist

Department: Collections

Line Manager: Archivist and Records Manager

Salary: £33,024 per annum FTE

Term: Fixed term options available:

- 28 hours per week for a 9-month fixed term contract
- 21 hours per week for a 1-year fixed term contract

The job description is an operational document that does not form part of the contract of employment.

It may be that from time to time an individual is expected to perform tasks that may not be expressly in the job description but are nonetheless necessary in the day to day performance of their duties.

St Paul's Cathedral reserves the right to amend the job description as may from time to time be necessary to meet the changing needs of the organisation.

Purpose of the Job

This role is required to undertake processing of Cathedral administrative records to professional archival standards. This will entail understanding and assessing non-current material against organisational and records retention requirements and the collecting remit of the Cathedral Archive, carrying out records assessment, appraisal, disposal and preservation decisions, as agreed, and creating collections information to aid findability.

Main Duties

- To finalise project programme, key deadlines and records assessment criteria with the Archivist and Records Manager.
- To create detailed records lists by adding to existing lists.

- To assess material in line with appropriate criteria and recommend appropriate disposal decisions for authorisation.
- To ensure the secure and authorised destruction of records not selected for preservation as appropriate by following agreed procedures.
- To undertake weeding of records in line with agreed criteria.
- To create catalogue and name authority records, as required, for material identified for transfer to the Archive.
- To re-house material identified for permanent preservation and make preservation recommendations, as required.
- To provide regular updates on progress and advise the Archivist and Records Manager on different aspects of the project as required.
- Any other appropriate duties that the line manager, senior management or Chapter may request from time-to-time.

Person Specification

Essential

- Postgraduate qualification in archive administration (MA/Diploma Archives and Records Management or similar) with experience of archival work; OR substantial equivalent experience at a professional level
- Experience of processing large volumes of paper material
- Good knowledge of GDPR, its associated legislation and its practical application in an archival context
- Good understanding of national and international archival standards and their practical application
- Understanding of the handling and preservation needs of modern records
- Good general IT skills and experience of specialist cataloguing software
- Excellent interpersonal skills
- Excellent written and verbal communication skills
- Accuracy and attention to detail
- Excellent organisational and time management skills and the ability to prioritise tasks to meet deadlines
- Self-motivated with the ability to manage own workload as well as work as part of a team

Desirable

- Experience of working with ecclesiastical and/or business archives
- Experience of Adlib cataloguing software

The individual will be:

- expected to share in St Paul's Cathedral's commitment to safeguarding and promoting the welfare of children, young people and vulnerable adults

- expected to adhere to Cathedral Safeguarding Policies and willing to attend Safeguarding training and report any Safeguarding concerns through appropriate channels
- in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral