

Job Description – March 2020

Job Title: Project Archivist (Records Assessment)

Department: Collections

Strategic Directorate: Chancellor

Line Manager: Archivist & Records Manager

Head of Department: Head of Collections

Fixed term-post: 6 months fixed term contract

Introduction to working at St Paul's Cathedral

St Paul's draws together a very diverse set of activities, projections and aspirations. It is the Cathedral of the Diocese of London and the seat of its Bishop, a national church and an international spiritual focus, a space for worship and holiness, a place of debate and challenge, an icon of resilience in the face of adversity, an architectural heritage centre, a partner in the City of London, and a commercial enterprise. In addition to holding four services every day (five on Sundays), St Paul's is open for sight-seeing six days a week, and in 2018 welcomed over 850,000 paying visitors.

Our Mission Statement

St Paul's Cathedral seeks to enable people in all their diversity to encounter the transforming presence of God in Jesus Christ.

Our Vision

- St Paul's is seen primarily as a living Christian Church
- We will be a centre for welcome, worship and learning, and through our care and imagination, will inspire successive generations to engage with the richness of the Christian faith and its heritage.
- Working with the Bishop and Diocese of London and the wider Church, we will be a spiritual focus for people across London, the nation and a broader international audience.
- Our work will promote dignity and justice for everyone.

Our Values

Welcoming – we all offer a warm inclusive welcome to everyone: our colleagues, volunteers and each one of our visitors

Responsible – We are people of integrity, each responsible for part of the whole of the Cathedral's work, looking after the Cathedral for the next generation

Engaging – we seek to engage everyone in our mission, at the Cathedral, within London and across the World.

Nourishing – As a community we work together in a learning environment, aiming for the highest possible standards in everything we do whilst acknowledging that we cannot do everything;

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

1. To finalise project programme, key deadlines and records assessment criteria with the Archivist & Records Manager
2. To create detailed records lists by adding to existing lists
3. To assess material in line with appropriate criteria and recommend appropriate disposal decisions for authorisation
4. To ensure the secure and authorised destruction of records not selected for preservation as appropriate by following agreed procedures
5. To undertake weeding of records in line with agreed criteria
6. To create catalogue and name authority records, as required, for material identified for transfer to the Archive
7. To re-house material identified for permanent preservation and make preservation recommendations, as required
8. To provide regular updates on progress and advise the Archivist and Records Manager on different aspects of the project as required
9. Any other appropriate duties that the line manager, senior management or Chapter may request from time-to-time.

The job description is an operational document that does not form part of your contract of employment. It may be that from time to time you are expected to perform tasks that may not be expressly in the job description but are

nonetheless necessary in the day to day performance of your 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.

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
- 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 successful candidate will be in sympathy with, and in their work support, the Christian aims and mission of St Paul's Cathedral.

Applicants must have the right to work in the UK.

Main Terms of Employment

Salary	£28,000 per annum
Hours of Work	Full time, 35 hours per week
Contract Type	6 months fixed term contract
References and DBS	Appointment is subject to satisfactory references
Probationary period	One Month
Life Assurance	A Life Cover scheme is in operation.
Pension	The Cathedral has a Group Personal Pension Scheme, with employer and employee contributions.
Holiday	25 days per annum plus eight statutory holidays.

In order to apply, please visit <https://www.stpauls.co.uk/current-vacancies>

The closing date for applications is **Sunday 29 March 2020.**

Interviews will take place on **Monday 6 April 2020.**