

Job Description

Club Archivist

Introduction

The post holder is usually a non-trustee.

The Charities Act defines charity trustees as the people responsible under the charities governing document for controlling the administration and management of the charity.

1. Aim

- 1.1 To manage the custody, preservation and cataloguing of historic records relating to the Gay Outdoor Club
- 1.2 To participate in and deliver outreach activities where appropriate
- 1.3 To aid research about the club

2. Job Description

- 2.1 To provide specialist advice and guidance on the interpretation and use of the club archives
- 2.2 Perform bibliographic, biographical and historical research to aid enquires if necessary
- 2.3 To manage the safe issue, use and return of archival material
- 2.4 To produce copies of items in order preserve the original version of the material where appropriate
- 2.5 Manage the response to personal, postal, email and telephone enquiries
- 2.6 To advise individuals, relevant groups and potential depositors on issues of archival deposit, collection and access
- 2.7 To arrange accruals to the current collection, including possible transportation
- 2.8 Assist officers and group members to add to the collection
- 2.9 To assist in the pro-active development of the archive collection including review, appraisal and where required, disposal
- 2.10 To assist in the safe use, custody, preservation and conservation of the collections
- 2.11 To arrange exhibits of the collection when required
- 2.12 To help promote the history of the club when required, including the delivery of talks and lectures
- 2.13 Have available safe, private, secure and isolated storage for the digital collection

3. Person Specification

- 3.1 The Club Archivist needs to have the ability to house the small archive in appropriate conditions
- 3.2 Must have access to a computer and the ability to use scanning equipment

- 3.3 Good IT skills, especially use of the Microsoft Office suite
- 3.4 As nearly all interactions with enquiries are by email the Archivist needs to be adept at writing clear emails
- 3.5 An ability to exhibit accuracy and attention to detail
- 3.6 An awareness of the importance of confidentiality

4. General Qualities

- 4.1 The post holder needs to have experience of cataloguing
- 4.2 An ability to skim and understand an extensive and varied range of material
- 4.3 Experience in working in Archive and/or Records Management, or similar applicable skills
- 4.4 Experience in taking part in outreach activities
- 4.5 Experience of arranging and describing archive collections, and experience of electronic archive cataloguing
- 4.6 Knowledge of ISAD(G) cataloguing guidelines
- 4.7 Knowledge of current archive principals, national policies and standards
- 4.8 A working knowledge of archive IT cataloguing standards and procedures
- 4.9 May also possess a professional qualification in Archive Administration

5. Appointment and Resignation

Suitable candidates will be identified by the Board. Candidate(s) will be approached by the Chair or Secretary.

If the incumbent Archivist wishes to resign, a period of notice agreed with the Chairman or Secretary would be appreciated. Also to agree a period of handover to the new incumbent.

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