

## JOB DESCRIPTION

Post:	Archivist
Responsible to:	Head of Programmes
Hours of work:	7.5 hrs per week (1 day) on Fridays
Remuneration:	£6,735 per annum (£33,675 pro rata)

**Conway Hall Ethical Society is an independent home for ideas and culture, supporting diverse communities engaging with ethics and the defining questions of life, through learning, conversation and creativity.**

Conway Hall is the oldest surviving freethought organisation in the world and holds the largest and most comprehensive humanist research resource in the UK. Since 1886, the Conway Hall Library and Archives has been a haven for the radicals, political and social reformers and freethinkers who dared to dream of a better world. It is home to the archives of the Conway Hall Ethical Society and the National Secular Society, and other related archives and personal papers.

We are seeking a part-time Archivist to join our team. This new permanent post comes at an exciting juncture for the Conway Hall Library and Archives, as we work towards modernising our systems and improving our engagement with our collections. The Archivist will work closely with the Librarian and Head of Programmes to maximise the benefit of the archives, and achieve the best practice in collection care, management and engagement.

The Archivist's primary role will be to lead on professional management and use of the archives, including active cataloguing and physical handling. Over time, the Archivist will be expected to develop a deeper understanding of the archive collections and the contexts in which they were created. This will enable the post holder to assist enquirers fully and to take a creative approach to promoting and disseminating the knowledge the archives embody.

### Role

1. Arranging and cataloguing the archive collections to recognised sectoral standards
2. Creating and editing digital catalogue records for the archives to recognised sectoral standards
3. Selecting and accessing appropriate archives into the collection
4. Working on migration to new cataloguing system with the Head of Programmes
5. Advising on physical preservation, conservation and handling of the archive collections
6. Responding to enquirers and researchers and providing access to the archives
7. Disseminating information on the archives online and via other relevant media
8. Recommending items for digitisation for online access
9. Creating physical and online displays utilising items, information and themes from the archives
10. Promoting creative use and enjoyment of the archives by a range of audiences

11. Deploying the archive resources to advance research, education and learning in line with Conway Hall's vision and mission
12. Liaising with relevant institutions and professional bodies on matters relating to the archives

### **Key relationships**

1. The Archivist is expected to develop close and effective working relations with the Librarian, Head of Programmes and Programmes Manager.

### **Other**

1. Comply with Conway Hall's policies such as health and safety, equal opportunities etc.
2. Attend meetings and events when required, including staff meetings.
3. Support the culture of fundraising throughout Conway Hall's activities and staff.
4. Undertake training, as required.
5. Participate actively in the life of the Society and venue.
6. Any other reasonable duties as required by the Head of Programmes.

### **Person Specification**

#### ***Essential experience***

- A recognised professional archive qualification
- Experience of cataloguing archives on digital platforms to recognised sectoral standards
- Experience of providing advice on and access to archival resources
- Experience in creating public engagement materials from archive resources (e.g. blogs, articles, presentations)
- Experience of working with colleagues and partners to promote use of archive resources
- Proficiency in MS Office Suite

#### ***Desirable Criteria***

- Experience of migrating cataloguing records and digital data between platforms
- An interest in the history of freethought, secularism and humanism
- An appreciation of the value of ethics in modern society

#### ***Skills and qualities***

- A proactive, energetic attitude to work
- Ability to safely physically lift, move and carry weights, including while climbing stairs
- Well organised, with the ability to work on multiple projects concurrently
- Self-motivated and able to work autonomously, as well as collaboratively
- Excellent written and verbal communication skills
- A commitment the Charitable Object and aims of Conway Hall

**Terms:**

Salary:	£6,735 per annum (£33,675 pro rata)
Hours:	7.5 hours per week (1 day) including 1 hour paid lunch break
Holidays:	24 days per annum pro rata, plus one week over the Christmas holiday period, (all based upon 37.5 hours per week).
Probation period:	Three months.
Pension:	An optional stakeholder pension scheme is available. Employee contribution of 3% is matched by 5% from the employer.

Submission information: Please send a CV and covering letter explaining how you meet the person specification to Holly Elson - [holly@conwayhall.org.uk](mailto:holly@conwayhall.org.uk) - after reading through the job description.