College Archivist and Records Manager (Fixed Term, Maternity Cover)
Salary £30,900 per annum, plus pension and benefits.

Trinity Hall and St Edmunds College, are seeking an enthusiastic, self-motivated, professionally qualified College Archivist & Records Manager to provide a comprehensive archive service to both. Duties will include dealing with enquiries, providing documents for College departments, processing accessions and managing volunteers. The successful candidate will work four days per week at Trinity Hall and one day per week at St Edmunds.

Excellent organisational, interpersonal and communication skills as well as awareness of current cataloguing and indexing standards familiarity with Data Protection, Copyright and Freedom of Information legislation, are essential.

The closing date for this vacancy is 26 July 2021 Interviews will be held week commencing 2 August 2021.

Further particulars can be found below and an application form is available at https://www.trinhall.cam.ac.uk/about/vacancies/staff-vacancies/

Applications should be sent by email to jobs@trinhall.cam.ac.uk or posted to the Junior Bursar’s Office, Trinity Hall, Trinity Lane, Cambridge CB2 1TJ. NB. CVs will only be accepted if accompanied by a Trinity Hall application form.
Archivist: Job Description

Job Title: Archivist

Department: The College Archive

Reporting to: Fellow Archivist

Grade:

Salary: £6,180 pa (pro rata to £30,900 FTE)

Hours: Part-time 7.3 hours per week

Normal working day: Friday

Holiday entitlement: 25 days' annual leave plus 8 public holidays pro rata

Purpose of job: To preserve, organise and make accessible the records of the College which are of lasting historical value or present practical utility

Main Duties & Responsibilities
The following list of duties is indicative of the nature of the post. Priorities, time scales and standards will be set in consultation with the Fellow Archivist and Librarian, recognising the level of professional competence of the post-holder.

- Ensure the efficient day-to-day running of the Archives and record systems
- Maintain the Archive catalogue, contribute catalogue records to ArchiveSearch and catalogue any existing items that have yet to be fully catalogued
- Research and answer enquiries from members of the college, outside scholars and the general public
- Arrange and assist with personal visits as appropriate
- Carry out basic conservation measures and liaise with the Fellow Archivist about any additional conservation work required
• Provide records management advice and assistance to college departments, in particular regarding the retention/disposal of records and requirements for preservation
• Ensure that an appropriate records management workflow is in place in college and that items are transferred when appropriate to the semi-current records store and to the archive
• Investigate, implement and then maintain systems for records that are born-digital, or that might be appropriate to digitise
• In consultation with the Fellow Archivist, to manage the budget for conservation, equipment and other purposes
• Promote the Archives, for example, through collaboration with the Development Office and by planning and preparing blogposts and displays in consultation with the Fellow Archivist
• Ensure that all archives and records procedures comply with Copyright and GDPR legislation, and that the working environment and practices comply with Health and Safety legislation
• Maintain close professional relations with other Archivists in Cambridge and beyond
• Undertake continuing professional development and training as required
• Responsible for the preparation and currency of an Archive Disaster Plan

PERSON SPECIFICATION

| Qualifications/education | A recognised postgraduate Archives and Records Management qualification | Essential
| Skills/knowledge/training | Excellent IT skills | Essential
| | A full understanding of current Copyright and Data Protection legislation in an archives and records management context | Essential
| | Knowledge and experience of commissioning conservation work, and carrying out basic conservation measures | Desirable
| Experience | Experience of managing and cataloguing archival material | Essential
| | Experience of modern records management | Essential
| | Experience of providing advice and assistance on records management to administrative staff | Desirable
| | Experience of using ArchiveSpace | Desirable
<p>| Personal attributes | Highly motivated with an ability to work on own initiative and with minimum supervision | Essential |</p>
<table>
<thead>
<tr>
<th>Excellent attention to detail</th>
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<td>Involvement in outside professional activities and development</td>
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**Staff benefits include:**

- One free meal per day (subject to kitchens being open)
- Free car parking on site (depending on availability)
- 25 days’ annual leave plus 8 public holidays pro rata for part-time staff
- Contributory Pension Scheme
TRINITY HALL
CAMBRIDGE

JOB DESCRIPTION

Job title: College Archivist & Records Manager

Responsible to: Fellow Archivist & Librarian

Hours of Work: 28 hours per week

Location: Central Site, Trinity Hall

Responsible for: Student volunteer(s) and summer intern

Objective: To preserve, organise and make accessible all of the College’s records which are of historical value (or may be so in the future), or which are of present practical utility.

Main Duties & Responsibilities

The following list of duties is indicative of the nature of the post. Priorities, time scales and standards will be set in consultation with the Fellow Archivist and Librarian, recognising the level of professional competence of the post-holder.

- To ensure the efficient day-to-day running of the Archives and record systems
- Maintain the Archive catalogue and catalogue any existing items that have yet to be fully catalogued
- Research and answer enquiries from members of the college, outside scholars and the general public
- Arrange and assist with personal visits as appropriate
- Manage and supervise student volunteers and archive interns.
- Select material for conservation and binding and carry out basic conservation measures Provide records management advice and assistance to departments, in particular regarding the retention/disposal of records and requirements for preservation
- Ensure that items in categories centrally held are regularly deposited, added to the system and catalogued
- Investigate, implement and then maintain systems for records that are born-digital, or that might be appropriate to digitise
• In consultation with the Fellow Archivist and Librarian, manage the budget for conservation, equipment and other purposes

• Promote the Archives, for example through the publications of the Development Office and by planning and preparing displays and exhibitions in consultation with the Fellow Archivist and Librarian

• Ensure that all archives and records procedures comply with Copyright and GDPR legislation, and that the working environment and practices comply with Health and Safety legislation

• Close professional relations with other Archivists in Cambridge and beyond

• Undertake continuing professional development and training as required

• Responsible for the preparation and currency of an Archive Disaster Plan

Trinity Hall reserves the right to change the duties detailed in this job description at any time. Changes will be introduced following discussion with the post holder.

PERSON SPECIFICATION

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<td>• Holds a recognised post-graduate Archives and Records Management qualification</td>
<td>• Some palaeographical skills, and at least a basic knowledge of Latin</td>
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<td>• A full understanding of current Copyright and Data Protection legislation in the archives and records management context</td>
<td>• An understanding of the history of Trinity Hall and the University</td>
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<td>• Highly motivated with an ability to work on own initiative and with minimum supervision</td>
<td>• Experience with ArchivesSpace</td>
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<td>• Experience of managing, conserving and cataloguing historical material from a wide range of periods</td>
<td>• Knowledge and experience of modern records management, particularly current issues in digital records management</td>
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Updated May 2021