

JOB DESCRIPTION

Archivist (Access and Engagement) – Band 3, Step 3, fixed-term (until 31 March 2028)

Responsible for:	Reports to:	Department:
Volunteers Student placements	Head of Archives	Archives

Overall Purpose:

To design, support, and deliver archive activities that support the delivery of our National Portfolio Organisation (NPO) activity programme and other archive engagement activities. To support the work of managing and facilitating access to the collections.

Key Responsibilities:

To lead on all aspects of the delivery and evaluation of the archive input into Explore's NPO activity programme.

To identify archive collections for digitisation to support the NPO programme and oversee the work of the Archives Assistants in the digitisation of records as required.

To improve and innovate access to, and engagement with, the archive and local history collections, with a focus on collaborative working and the inclusion of non-traditional audiences.

To catalogue both digital and hard-copy archives using Epexio, ensuring compliance with the regulatory framework governing access to archives.

To support frontline staff and archivist colleagues in delivering a customer-focussed archives service.

To develop and maintain positive and productive working relationships with our partners and stakeholders, raising the profile of our collections amongst these groups. Represent Explore at relevant meetings and participate in relevant specialist groups and forums.

To participate in the archive's engagement programme through the management of student placements and archive volunteers; the creation and delivery of workshops; and the development our social media accounts; with a specific focus on supporting the work of Explore's NPO activity programme.

To improve accessibility to the archive service through embedding EDI practices in Explore's engagement programme, as well as in the provision of the archive's public service, and in the archive team's professional practice.

To support the wider work of identifying, developing, and promoting fundraising opportunities.

To collaborate with colleagues from the archives team, and across the wider library service, to deliver Explore's organisational objectives.

Person Specification:

Experience

Essential

- Demonstrable customer-focused approach to archives management and practice
- Demonstrable experience of, and enthusiasm for, engaging new and diverse audiences with archive and heritage collections
- Practical experience of cataloguing archives and using cataloguing software

JOB DESCRIPTION

Desirable

- Experience of managing and delivering projects to deadlines.
- Experience of supervising staff and managing volunteers

Skills & Knowledge:

Essential

- Level 7 Archives or Records Management professional qualification from a UK or Irish course recognised by the Archives and Records Association, or an equivalent overseas qualification
- Knowledge of the range, content and purpose of the archives and local history collections likely to be in the custody of a city archive
- Excellent ICT skills
- Excellent communication skills, both verbal and written; capable of engaging with a wide range of service users and stakeholders from different cultural backgrounds, and of implementing the training of staff
- Evidence of an ability to learn, to help others learn and to challenge assumptions

Desirable

- Awareness of a range of techniques and tools for staff and volunteer training, gained through either formal or workplace learning

Relationships:

External

- Our customers
- Artists and creatives delivering workshops through the NPO programme
- Occasional contact with Council departments, elected members, partners, and suppliers
- Colleagues in professional specialist groups, national professional bodies, and regional representatives from The National Archives
- University staff and students

- Local organisations and community groups

Internal

- Archive team members
- Library service colleagues
- Volunteers and placement students

Other

This job description accurately reflects the current requirements of the job. However, the role holder will be expected to carry out any other duties that may reasonably be required in line with the key responsibilities of the role.

The post holder will be primarily based at York Explore Library and Archive but will be required to work at Explore sites across the city.

The post holder will be required to work some evenings and weekends to meet the delivery needs of Explore.

Explore values diversity, equity and inclusion and welcomes applications from people from all backgrounds.