

Job Description

Job Title: **Archives Assistant**

POSCODE: 333001999

Grade: 3-4 £24,790 - £27,269

Overall purpose of the job

Cambridgeshire Archives Service is dedicated to collecting, preserving, and promoting the use of historical records of Cambridgeshire. This is a full-time role based at Cambridgeshire Archives in Ely, where you will be working within a small team, assisting customers with their research, producing documents from our strongrooms, using a range of historical records to answer research enquiries, and providing a friendly and efficient reception service. You will also be called upon to help with the listing of records as required and with talks, displays and other outreach events promoting our service.

Main accountabilities

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1.	Share in the supervision of the public searchroom, ensuring the security and correct use of archival documents, books and maps, and the proper maintenance of all facilities.
2.	Provide first-stop guidance to researchers (referring them on to expert staff as necessary) on making the best use of the resources, equipment, and facilities within the searchroom.
3.	Supply information on holdings and compile research reports in response to personal, telephone, e-mail and written enquiries
4.	Provide reception services, issue readers tickets and control the visitor appointments system and log enquiries.
5.	Assist with any moving, re-packaging and barcoding of records as required. Take occasional receipt of deposits on behalf of the Collections Archivist and undertake small listing projects under the direction of the Cataloguing Archivist.
6.	Assist the Public Services Archivist in the preparation and delivery of outreach activities and share oversight of volunteers, volunteer projects and work experience students.
7.	Advise upon reprographic services and process reprographic orders. Undertake the marketing, stock-control, and sale of goods, and maintain the necessary financial systems.
8.	Demonstrate an awareness and understanding of equality, diversity, and inclusion.
9.	Ability to contribute to our commitment of becoming a Net Zero organisation by 2030.

Person Specification

Qualifications, knowledge, skills, and experience

Minimum level of qualifications required for this job.

Qualifications Required	Subject	Essential/ Desirable
5 GCSEs at grade C or above or equivalent or the appropriate Level 2 qualification in Literacy and Numeracy.	Including English Language and Mathematics.	Essential
2 'A' levels, or equivalent, NVQ level 3.	Any relevant subjects, including History.	Desirable
ICDL, CLAiT II or equivalent	ICT	Desirable

Minimum levels of knowledge, skills and experience required for this job.

Identify	Describe	Essential/ Desirable
Knowledge		
Document preservation.	An over-riding concern for the long-term preservation, security, and well-being of the documents.	Essential
Local or family history.	An interest in, and practical experience of, local or family history.	Essential
Basic archival awareness.	An understanding of the role of the Archives Service and knowledge of the typical holdings of local authority archives.	Desirable
Skills and abilities		
Customer service	A pleasant, patient, and helpful manner with customers of all ages and abilities, both in person and on the telephone.	Essential
Communication skills	Excellent oral and written communication skills and a ready ability to assist enquirers to define questions.	Essential
ICT	A good working knowledge of Microsoft Office, particularly Word, Outlook, and Excel.	Essential
Numerical and financial skills	The ability to process cash and card payments and carry out basic banking procedures.	Essential
Self-motivated	Capable of using initiative and working under pressure with limited supervision. Possessing multitasking and self-organisational skills.	Essential
Manual handling	A good sense of balance and the ability to use stepladders within a confined space. Capability to safely lift a box weighing 10kg.	Essential

Travel	A willingness and ability to travel to Ely, on a daily basis, and to Huntingdon for occasional staff cover.	Essential
A methodical approach to work	Tidiness and attention to detail, ensuring all work is accurate and consistent.	Essential
Team working	The ability to work well within a small team, being reliable and punctual, supportive of colleagues and able to form good working relationships.	Essential
Palaeography	The ability to read handwriting from the 18 th century onward.	Desirable
Experience		
Customer service	Experience of working in a customer service environment in an archive, local studies, or comparable environment.	Essential
Research	Experience of using original and/or secondary sources to carry out a specific area of study.	Essential
Equality, Diversity, and Inclusion (applies to all roles).	Ability to demonstrate awareness and understanding of equality, diversity, and inclusion and how this applies to this role.	Essential
Net Zero (applies to all roles).	Ability to contribute towards our commitment to becoming a net zero organisation.	Essential
Social media	Experience of creating social media content on platforms including Facebook, Instagram, and X.	Desirable

Disclosure level

What disclosure level is required for this post?	None <input checked="" type="checkbox"/>	Standard
	Enhanced	Enhanced with barred list checks

Work type

What work type does this role fit into? (tick one box that reflects the main work type, the default work type is hybrid)	Fixed <input checked="" type="checkbox"/>	Hybrid	Field	Remote	Mobile
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