Job Description

Job Title: Cataloguing Archivist

POSCODE: CCC0235

Grade: 6

Overall purpose of the job

Cambridgeshire Archives is seeking a new Cataloguing Archivist to work one day a week at our premises in Ely. The post is fixed-term for 18 months.

This is an exciting, varied role in a small but busy team dedicated to collecting, preserving and promoting access to the historic records of Cambridgeshire and Huntingdonshire. The post-holder will join the collections team and carry out some of the core cataloguing and accessioning functions of the Archives service, including liaising with potential depositors/donors, cataloguing and appraisal. The job also involves the management of cataloguing volunteers.

Main accountabilities

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1.	Work with collections team colleagues to identify records that fit the department's Collecting Policy, liaise with donors/depositors externally and within CCC, and manage the accession of those records into archive custody.
2.	Sort, repackage and list paper and digital archives to national standards and/or in-house classification schemes, creating comprehensive and reliable catalogues for use by researchers and staff.
3.	Record accurate information about analogue and digital holdings using the Epexio and Preservica collections management systems.
4.	Ensure records subject to copyright or data protection legislation are clearly identified on Epexio and provide guidance on these issues to colleagues, depositors and service users.
5.	Manage the schedule, workload and output of cataloguing volunteers in accordance with the guidance of the Collections Archivist.
6.	Assist with additional collections management tasks such as collection surveys, stocktakes, cleaning and appraisal.
7.	Assist in the supervision of the public searchrooms when necessary and work with the public service team on projects that improve engagement with collections.
8.	Support conservation efforts through the repackaging and cleaning of records when required, and work with the Conservator to identify repair priorities.
10.	Demonstrate an awareness and understanding of equality, diversity and inclusion.
11.	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
Recognised qualification such as a Masters or Diploma	Archive Administration, Archive Management or similar (Applications from students working towards a qualification who have not yet qualified will be considered).	Essential
Bachelor degree of similar	History or another heritage related subject	Desirable

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

Identify	Describe	Essential/ Desirable
Knowledge		
Local authority record collections	An understanding of the key record collections typically held by a local authority archive service and the context in which they are created and used.	Essential
Archive standards	Knowledge of the relevant national standards governing the preservation, storage and cataloguing of archive collections, especially ISAD(G).	Essential
Preservation	An understanding of the causes of damage to documents and how to avoid them.	Essential
Local history / research	An interest in local history and knowledge of the key resources that can be used by historical researchers in Cambridgeshire and Huntingdonshire.	Desirable
IT	Knowledge of standard IT packages including Word, Excel and PowerPoint.	Desirable
Skills		
Communication	Good written and verbal communication and presentation skills and an ability to liaise with a wide variety of stakeholders.	Essential
Attention to detail	Meticulous attention to detail, methodical approach and ability to prioritise competing demands for work.	Essential

Palaeography	Ability to read medieval formal hand.	Desirable
Latin	Knowledge of Latin.	Desirable
Experience		
Archive cataloguing	Experience working or volunteering in an archive setting on cataloguing projects.	Essential
Collections care	Experience in an archive setting of repackaging, cleaning, surveying or appraising record collections.	Desirable
Epexio	Familiarity with using Metadatis' Epexio database	Desirable
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 of becoming a net zero organisation.	Essential
Safeguarding (applies to all roles working with children/vulnerable adults)	Demonstrate an understanding of the safe working practices that apply to this role. Ability to work in a way that promotes the safety and well-being of children and young people/vulnerable adults.	Essential

Disclosure level

What disclosure level is required for this post?	None	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	Hybrid	Field	Remote	Mobile