

COMMUNITY ARCHIVIST

PERSON SPECIFICATION

KNOWLEDGE AND EXPERIENCE

Essential

1. Previous responsibilities within a collections department of a large public service such as sorting and cataloguing
2. Experience of preserving and cataloguing archival collections and making them available, as appropriate, to the public
3. Familiar with supervising a public searchroom and the operation of systems to ensure security and safety of archives
4. Experience of working in a manner which reflects Sampad's Equal Opportunities commitment

Desirable

5. Experience of sharing knowledge and skills around heritage and archiving with individuals and small groups
6. Experience of working with volunteers

SKILLS & ABILITIES - Essential

1. Demonstrates ownership and accountability for deliverables and commitments given to them
2. Demonstrates organisation skills – able to implement a plan to an agreed timescale working with both internal and external colleagues communicating requirements clearly
3. Ability to foster relationships with others which encourage collaborative working and knowledge sharing
4. Confident to make decisions using own judgement which enable the service to progress
5. Takes responsibility for developing own skill and knowledge to ensure optimum contribution to service area
6. Ability to operate flexibly understanding the requirement to change priorities according to the needs of the project
7. Confident communicator and able to communicate with people at different levels

TRAINING AND DEVELOPMENT – Essential

1. Shows evidence of Continuous Personal and Professional Development, demonstrating a positive approach to training.

EDUCATION & QUALIFICATIONS – Essential

1. A recognised archive qualification