Job Description

Job Role: Archive Assistant - 6 months (4 days per week, Mon-Thurs)

Job Purpose: To assist the Archivist in the running of the WRVS Archive & Heritage Collection, with specific focus on the cataloguing and repackaging of the WRVS photographic collection.

Responsible to: WRVS Archivist

Responsibilities:

1. To sort, number and catalogue photographs using CALM Archive software, to recognised standards.

2. To undertake the packaging and storage of archival material to best professional practices.

3. To assist the Archivist in the administration of the Archive & Heritage Collection.

4. To assist volunteers.

5. To respond to internal enquiries.

6. To assist in appraising and accessioning archival material to professional standards.

7. To undertake any other duties as requested by the Archivist.

8. To ensure that all appropriate health & safety practices are implemented and observed to meet statutory and corporate standards

9. To operate within the context of WRVS policies and procedures

The above list of responsibilities is not exhaustive and you may be required to undertake other responsibilities and training as requested by your line manager, appropriate to your grade.
### Person Specification

#### Archive Assistant

Only those candidates who meet ALL of the essential criteria will be selected for interview

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Essential (Please number each criteria)</th>
<th>Desirable (Please number each criteria)</th>
<th>Method of Assessment (Application form/Interview)</th>
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</thead>
<tbody>
<tr>
<td><strong>Qualifications</strong></td>
<td>1. Undergraduate Honours Degree</td>
<td>11. Undergraduate Honour Degree in History or related subject</td>
<td>Application form</td>
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<td>12. Preparing to or currently undertaking an accredited Post-Graduate archives qualification</td>
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<td><strong>Skills &amp; Abilities</strong></td>
<td>2. Excellent IT skills 3. Good organisational skills 4. Excellent written and communication skills 5. Ability to show thoroughness and attention to detail 6. Ability to work independently and as part of a team 7. Ability to prioritise and manage workloads using own initiative. 8. Ability to work systematically and methodically to meet deadlines.</td>
<td>13. Microsoft Access 14. CALM archive cataloguing software</td>
<td>Application form/Interview</td>
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<td><strong>Knowledge</strong></td>
<td>15. General knowledge of 20th century history</td>
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<td>Application form/Interview</td>
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<td><strong>Experience</strong></td>
<td>9. Previous experience of working / volunteering in an archive 10. Previous experience of cataloguing / handling archival material especially photographs.</td>
<td>16. Working with Volunteers</td>
<td>Application form/Interview</td>
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