Dear Applicant

**Project Archivist**

Thank you for your interest in the above post. The job information pack contains the following:

* The job description and person specification
* Guidance notes
* Equality & Diversity information
* Information about working for Quakers in Britain

If you would like to apply for this post, please click on the link on the website to complete the online application form. You must ensure that you address all the criteria set out in the person specification for the post.

The personal information that you have supplied will only be used for recruitment and selection purposes. You should refer to the Privacy Notice on our website, which sets out how BYM will deal with the personal and sensitive data you have provided in your application form and supporting information.

We would be grateful if you could also complete the Equality and Diversity Monitoring Form. The principles of equality and diversity are important to Quakers in Britain in all aspects of its work. The information you provide will help us to monitor and refine our employment practice and respond to the needs of the diverse range of people that our organisation comes in to contact with. The personal data provided will be kept securely by HR and will not be shared with any member of the selection panel.

Please ensure that you complete your application by the closing date. We do not accept CVs as an application for posts, but you can attach your CV to the online application form if you wish. The closing date is **21 October 2019 (9am)**. Interviews will take place on **5 November 2019**.

**We do not send individual acknowledgement of applications due to the high volume of applications we receive, and we only contact candidates who have been shortlisted for an interview. If you do not hear from us within two weeks of the closing date, your application has not been successful on this occasion.**

Your application form and supporting details will be kept as legally required for six months in case of a dispute, and thereafter will be destroyed.

Thank you for your interest in the post, we look forward to receiving your application.

**Job Description**

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| **JOB TITLE:** Project Archivist  **REPORTING TO**: Assistant Head of Library & Archives  **RESPONSIBLE FOR**: n/a  **DEPARTMENT**: Library (Quaker Life)  **DATE**: September 2019 |

**Job Purpose**

The Project Archivist will work with the Project Lead (Assistant Head of Library & Archives) to deliver the Wellcome Trust funded project: *Creating a world without war: pacifist approaches to humanitarian relief in World War II and after*. This will include cataloguing the Friends Ambulance Unit (1939-1946) and Friends Relief Service (1943-1948) collections using current archives standards and Adlib cataloguing software; repackaging the collection with archival standard materials; liaising with the funder; communicating with a range of stakeholders (both internal and external); promoting the collections widely, creating resources using content from the collections including social media, articles, exhibitions etc.

**Key Accountabilities & Main Tasks**:

* Create file level catalogues for the Friends Ambulance Unit and Friends Relief Service collections to recognized industry standards using Adlib cataloguing software.
* Undertake basic preservation activities including repacking all material in the collections using archival standard materials.
* Undertake a conservation assessment as part of the project identifying material that is damaged or at risk of deterioration.
* Undertake a sensitivity review of material relating to persons potentially still living to inform access conditions for the collections.
* Report regularly to Project Lead & Head of Library & Archives (and funders if required) on project progress, identifying potential barriers to project delivery as soon as they arise.
* Communicate with a broad range of internal and external stakeholders, including the academic community, to inform them of the project activities, seek support where appropriate, and promote the collections.
* Answer any enquiries related to the project and manage access to the collections throughout the course of the project.
* Promote the collections widely through talks, articles, social media etc.
* Create online resources related to the collections and identify material that is suitable for future digitisation.

**Intellectual Demands**

* The post holder will be required to gain an in-depth knowledge of the collections they are cataloguing to ensure high-quality finding aids are produced and that they are able to promote the collections widely to relevant audiences.
* They should have knowledge of collections management in a library, archive or museum setting.
* They should have an understanding of preservation and conservation of archive collections.
* The postholder should be aware of the EU GDPR and the UK Data Protection Act 2018, and how this legislation affects archives.

**Judgements**

The post holder will need to manage the project to timescales and budgets, have an understanding of the potential risks to the project’s success and problem solve to mitigate these risks.

**Use of Resources**

The role involves taking responsibility for the care and security of our unique collections. The project has attracted external funding which may involve reporting on spending to the funder and keeping good records of how the budget is spent. There could be some supervision of volunteers during the course of the project, although there would be no regular responsibility for staff or budgets.

**Communications**

**Internal**: 40%

The post holder will be required to communicate regularly with the Head of Library & Archives, the Project lead, and the Library Team. The post holder will also be required to communicate with staff in other departments to promote the project and use of the collections by staff.

**External**: 60%

The postholder will be required to communicate widely with external stakeholders including:

* External funder (Wellcome Trust)
* Quaker community
* Public engagement
* Academic community
* GLAM sector

**Physical Demands & Co-ordination**

The postholder will be required to lift boxes and push loaded trolleys.

**Working Conditions and Emotional Demands**

The job is based at Friends House in London but could occasionally involve some travel and evening/weekend working. The postholder will be expected to work with minimal supervision.

**OTHER RESPONSIBILITIES:**

* To undertake duties and responsibilities commensurate with the post
* Responsible for ensuring that BYM’s Safeguarding Policy is adhered to in all aspects of the role
* Responsible for ensuring that BYM’s Equal Opportunities Policy is adhered to in all aspects of the role
* Responsible for ensuring that BYM’s Health & Safety Policy is adhered to at all times
* Responsible for ensuring  that BYM’s commitment to sustainability is adhered to in all aspects of the role
* Responsible for ensuring that Britain Yearly Meeting’s Staff handbook is adhered to at all times.

**BRITAIN YEARLY MEETING**

**PERSON SPECIFICATION**

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| **Job Title:** Project Archivist  **Department:** Library (Quaker Life)  **Date:** September 2019 |

**ESSENTIAL KNOWLEDGE**

* Knowledge of and sympathy with Quaker values
* Knowledge of archives standards including ISAD(G), naming conventions etc.
* Understanding of Data Protection legislation and its impact on archives
* Understanding of preservation and conservation of archive collections

**ESSENTIAL QUALIFICATIONS**

* Relevant professional qualification (in archives studies/management)

**ESSENTIAL EXPERIENCE**

* Proven experience of cataloguing medium-large archive collections
* Experience using archive cataloguing software

**ESSENTIAL SKILLS**

* Attention to detail and a meticulous approach to data entry
* A systematic and methodical approach to work
* Written and verbal communication to a variety of audiences for a range of purposes, including reports and content for the web
* Strong IT skills including Microsoft Office
* Ability to work under pressure and meet deadlines

**DESIRABLES**

* Experience using Adlib cataloguing software
* Experience of creating outreach and engagement resources
* Experience creating exhibitions and displays

**Background Information**

Introduction to the project

*Creating a world without war: pacifist approaches to humanitarian relief in World War II and after* is a two year Wellcome Trust funded project aimed at increasing accessibility to some of our key collections for understanding relief work during the Second World War and immediately after.

You will be cataloguing, preserving and promoting the records of the Friends Ambulance Unit (1939-1946) and the Friends Relief Service (1943-1948). You will be responsible for cataloguing these collections to industry standards, carrying out preservation work and condition assessments, and promoting use of the collection in innovative and creative ways to both the academic community and wider public.

Introduction to the Library

The Library of the Society of Friends is one of the largest libraries in the world relating to Quakers and their activities and is part of Britain Yearly Meeting of the Religioius Society of Friends (Quakers), which is a registered charity (number 1127633). We hold the archives of the charity and the work done on behalf of Quakers in Britain, as well as those of other Quaker organisations in Britain, personal papers of notable Quaker individuals and families. The collections also include rare books and tracts dating from the 17th century, a reference collection of books and journals by and about Quakers and Quaker history, and a varied collection of objects, works of art and photographs.

Our collections provide resources for studying topics such as peace, prison reform, humanitarian relief, and the anti-slavery movement, as well as for the study of Quaker history, faith, thought and practice. We are open to the public, Tues-Fri 10-5. More information can be found on our website: [www.quaker.org.uk/library](http://www.quaker.org.uk/library).

Our current staffing comprises Head of Library & Archives, Archivist & Records Manager, Librarian (currently job-shared between two members of staff), Special Collections Curator, and two Library Assistants.

**Guidance Notes**

**PLEASE READ THESE NOTES BEFORE COMPLETING THE APPLICATION FORM**

These notes have been designed to assist you by providing information about BYM’s recruitment process.

**Preparation**

You should spend some time reviewing your skills, achievements and experience, identifying those that are relevant to the job.

**Making your Application - Job Details**

You should read the job description, person specification, advert and any background information so you know what the job involves. Think about why you are interested working for the Religious Society of Friends (Quakers in Britain), the post and how your knowledge, skills and experience (paid or non-paid) would enable you to be effective in the role.

**Supporting Statement**

You should write a supporting statement setting out the reasons why you think you are suitable for the post. **You must address each item on the person specification.**  You should highlight the experience, skills, achievements that you would bring to the post including, those that you have gained through previous employment, voluntary work or any other relevant experience.

**Accuracy of Information**

The information that you provide to the Religious Society of Friends, both on your application form and at interview must be accurate. If we discover that any information provided is inaccurate, an offer of employment may be withdrawn. Where an appointment has been made, we may take disciplinary action up to and including dismissal.

**Data Protection**

You should be aware that information contained in or derived from your application may be retained in both manual and computerised form for the purpose of recruitment administration, the production of depersonalised statistical data relevant to recruitment or equality issues and on appointment, personnel, payroll and pensions administration.

If your application is unsuccessful your application form will be retained for a maximum period of six-months. We will not share your information with any other organisation unless required to do so by law.

**Equality & Diversity**

**QUAKER FAITH & PRACTICE 23.36**

*'At the Centre of Friends’ religious experience is the repeatedly and consistently expressed belief in the fundamental equality of all members of the human race. Our common humanity transcends our differences...We aspire not to say or to do anything or condone any statements or actions which imply lack of respect for the humanity of any person.' (Meeting for Sufferings, 1988)*

The Religious Society of Friends (Quakers) is committed to equality. In order to monitor our commitment to equality we ask applicants for posts to complete our equality monitoring form. The information provided is treated in the strictest confidence and is detached prior to shortlisting. The forms are retained by HR and the panel do not have sight of them.

**Appointment Process**

After the closing date has passed, the recruiting manager and the interview panel will shortlist applicants who have demonstrated that they meet the essential criteria set out in the person specification. Only candidates shortlisted are invited for interview. **If you do not hear from us within two weeks of the closing date, your application has been unsuccessful.**

Normally applications received after the closing date are not considered

**Interview**

If you are shortlisted for interview, you will be invited to a selection process. All interviews are conducted by a panel of two or more, including the recruiting manager. If there are any special arrangements associated with the selection process e.g. tests or presentations, you will be informed accordingly.

**Disability**

If you are an applicant with a disability and have any specific needs, adjustments that you would like us to make or queries please contact HR on 020 7663 1111/1110.

**Interview Outcome**

If you are invited to attend an interview/and or selection process you will be informed either verbally or in writing of the outcome. The successful candidate will have the decision confirmed in writing as an offer of employment. Unsuccessful candidates will be offered the opportunity for feedback.

**References**

When completing your application, you are asked to provide us with the details of three referees, one of which must be from your most recent employer. If you are a student, one of your referees should be from a tutor. We only contact referees with your permission after an offer of employment has been made.

All offers of employment are conditional upon the receipt of references that are satisfactory to BYM, verification of right to work in the UK, medical health clearance, and where applicable, verification of qualifications and Disclosure and Barring Service.

**Right to Work in the UK**

Under Immigration Act 2014, employers must ensure that any prospective employee is legally entitled to live and work in the UK. If you are offered employment by the Religious Society of Friends (Quakers) you will be required to produce an official document confirming that you are entitled to live and work in the UK, e.g. passport; full birth certificate and official document confirming your name and national insurance number; or a passport/travel document/letter from the Home Office.

**Queries**

If you require further information or wish to raise any matters with regard the appointment process, please contact HR on 020 7663 1111/1110.

**Complaints**

Applicants for posts within the Religious Society of Friends (Quakers) have the right to complain if they feel they have been unfairly treated or discriminated against during the recruitment process. If you feel that this is the case you should contact Ric Moore, Head of HR & Training, on 020 7663 1111 (direct line) or by email: [ricm@quaker.org.uk](mailto:ricm@quaker.org.uk)

**Working for Quakers in Britain**

Britain Yearly Meeting, is a national charity employing around 200 people. Its purpose is to work for, with and on behalf of Quakers in Britain.

**About our organisation**

Quakers is the name often used for the Religious Society of Friends. Although we have our roots in Christianity, we also find meaning and value in the teachings and insights of other faiths and traditions.

In Britain there are about 20,000 Quakers. We have 500 local Quaker Meetings, grouped into 72 'area meeting' charities. All these charities are affiliated to Britain Yearly Meeting (BYM).

Britain Yearly Meeting (BYM) is a charity, formally known as 'Britain Yearly Meeting of the Religious Society of Friends'. The trustees are appointed by and accountable to British Quakers; and because this work is done for and on behalf of Quakers from the whole of Britain, the work we do is known as ‘centrally-managed work’.

**A Quaker workplace**

We aim for our workplace to be consistent with Quaker values - broadly the same as most well-run progressive organisations. For example:

* We expect staff to respect each person regardless of age, race, religion, gender, transgender status, sex, sexual orientation, disability, marital or civil partnership status
* We avoid unjustifiable and unlawful discrimination in our employment practices
* We follow good employment practice, with clear and supportive line management
* We have a 1:4 ratio between the lowest and highest salaries
* We aim to be open and honest in all our work
* We avoid titles such as ‘Mrs.’ or ‘Mr’.

Very few jobs with BYM are restricted to Quakers, although about 1/3 of the staff are Quakers or linked to Quakers in some way.

**About Quakers**

The Quaker way is based on silent worship, as a way to help people connect directly to God. Quakerism began in Britain in the 17th Century. Its roots are in radical Christianity, although today not all Quakers call themselves Christian.

Quakers share a way of life rather than a set of beliefs. We seek to experience God directly, within ourselves and in our relationships with others and the world around us.

Quakers are ordinary people, who try to live their values they can. This leads many Quakers to work for a better world. Values that are important to us include truth and integrity; simplicity; equality; peace; and sustainability.

You do not need to be a Quaker to worship with us at one of our meetings.

You can find out more:

• From our website - www.quaker.org.uk

• By reading `Advice and Queries’ which is an introduction to Quaker belief (<http://qfp.quaker.org.uk/>)

• By visiting the Quaker Centre at Friends House, which has leaflets and books, and volunteers who can answer questions

• Or ask for a free information pack – [www.quaker.org.uk/more-information](http://www.quaker.org.uk/more-information)