Job title | Archives Assistant  
---|---  
Reports to (Position Title) | Senior Archivists

**Role purpose**

Provides para professional support for the Archives Centre: supervising the reading rooms; staffing the enquiry service; supplying reprographic orders; supporting preservation work and collection processing; and assisting with outreach and events.

**Staff management responsibility**

- **Director of the Archives Centre (Head of Dept)**  
  - **Senior Archivists (line management and supervision)**  
    - **Archives Assistants**

**Supervisory** - Allocate tasks, check the quality/quantity of the work and provide informal feedback on the standard of the work. Introduce team members to new processes and procedures.

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<thead>
<tr>
<th>How many people does the role supervise?</th>
<th>Staff</th>
<th>Contractors</th>
<th>Others</th>
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**Line management** – Undertake formal staff review and development processes, manage staff welfare issues, identify training and development needs of an individual or team, undertake formal performance management for individuals as required.

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<th>How many people does the role manage?</th>
<th>Staff</th>
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**Resources managed**

None
### Main duties and responsibilities

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| **1** | Supervision of readers working in the Reading Rooms and retrieval and issuing of documents (30%):  
   (i) Taking bookings and dealing with new registrations;  
   (ii) Supervising handling, offering advice and enforcing rules and procedures;  
   (iii) Assisting with access to catalogues and originals, answering enquiries;  
   (iv) Ensuring completion and filing of paperwork for copyright, reprographics and sales;  
   (v) Getting out and putting away of original documents. |

| **2** | Assisting the Archivists & the Conservator in the processing of collection (30%):  
   (i) Assisting with surveys and collections of archival material;  
   (ii) Producing inventories, box lists and basic catalogues under archivist supervision;  
   (iii) Undertaking basic boxing and repackaging under guidance of conservation team. |

| **3** | Processing of orders for photographs and digital images of documents (20%):  
   (i) Administration of copyright and licensing for publication and broadcast;  
   (ii) Actual production of digital copies;  
   (iii) Processing payments and arranging delivery. |

| **4** | Assisting with the exhibition and outreach programme (10%):  
   (i) Researching exhibitions and selecting material for display;  
   (ii) Producing facsimiles;  
   (iii) Writing captions and promotional pieces (tweets/blogs);  
   (iv) Helping to invigilate groups, including setting up and putting away of display material;  
   (v) Accompanying material in transit. |

| **5** | Answering a wide range of enquiries from researchers, depositors, supporters and visitors (in person, by telephone, email, or post) (5%):  
   (i) Responding to enquiries about visiting the Archives Centre;  
   (ii) Answering enquiries about accessing catalogues and information;  
   (iii) Undertaking simple searches in catalogues, reference sources and record series. |

| **6** | Maintaining the Centre’s basic databases, accounts and statistics (5%):  
   (i) Maintaining accurate record of reading room sales;  
   (ii) Updating databases with details of readers registration details and records produced;  
   (iii) Collating information for surveys and reports. |

| **7** | Opening and closing the reading rooms each day. |

| **8** | Any other duties that may from time to time be required, as discussed and agreed with Senior Archivists and the Director of the Archives Centre. |

This role profile outlines the duties required at the current time to indicate the level of responsibility. It is not intended to be a comprehensive or exhaustive list and may be varied by the College management to include other reasonable requests which are up to the same skill level, and of the same type, already undertaken and which do not change the general character of the job or the overall level of responsibility.
General Background

Churchill College is one of the thirty-one Colleges of the University of Cambridge and was founded in 1958 as the national memorial to Sir Winston Churchill. The Colleges provide a key proportion of student teaching: small group tutorials, known as supervisions, and residential, social and welfare facilities. Every student at Cambridge University must be a member of a College.

The College includes the Churchill Archives Centre which conserves and houses the major Churchill collection, the Thatcher papers and over 500 other important 20th century collections of papers. The College also owns the Møller Centre, situated on the main College site, which offers training and conference facilities and accommodation throughout the year in a purpose-built building provided by the Danish entrepreneur, A P Møller, in 1991.

The College has about 170 Fellows and around 60 By-Fellows, 220 postgraduates working for a higher degree or diploma, and 410 undergraduates working for a first degree. Out of term the College provides accommodation and other facilities for residential and non-residential conferences.

The Churchill Archives Centre
(see https://www.chu.cam.ac.uk/archives/ for more detailed information)

The Churchill Archives Centre was purpose-built in 1973 to house Sir Winston Churchill’s Papers - some 2,500 boxes of letters and documents ranging from his first childhood letters, via his great war-time speeches, to the writings which earned him the Nobel Prize for Literature. They form an incomparable documentary treasure trove.

The Churchill Papers served as the inspiration and the starting-point for a larger endeavour - the creation of a wide-ranging archive of the Churchill era and after, covering those fields of public life in which Sir Winston played a personal role or took a personal interest. Today it holds the papers of some 600 important figures and the number is still increasing.

The Archives Centre is situated within the grounds of Churchill College, itself the National and Commonwealth Memorial to Sir Winston. It includes air-conditioned reading rooms, strong rooms with rigorous security systems, a conservation laboratory and a sorting room.

The Director of the Archives Centre is Allen Packwood. The successful candidate will be joining a team of 13 and will be an employee of Churchill College, Cambridge.

Terms and Conditions of Employment

The position is full-time (37.5 hours per week), or part-time for four full days per week (30 hours per week).

This is a one year fixed-term position in the first instance. The salary range on offer is currently between £18,659 and £22,150 per annum (pro rata for part-time), depending on experience plus other benefits.

Cost of living awards are negotiated in October annually. In addition, the College provides free parking, social and sporting facilities, a generous pension scheme, five weeks’ paid holiday per annum and flexible working hours as well as a range of other benefits.

Churchill College operates a role evaluation system and all posts are assigned a grade, within an incremental pay-scale made up of annual increments at the bottom of the scale and discretionary
increments (accessed through excellence in performance) at the top of the scale. Please note that the salary range quoted above is the full scale for the grade. It is College practice to advertise the whole salary scale for the grade and an appointment will be made at an appropriate point within the band.

The College is an equal opportunities employer.
# Person Specification

## Key Skills and Experience

This form lists the **essential** (experience and attributes without which the job could not be done) and **desirable** experience and attributes that enable the role holder to perform the role well. When recruiting to this role applicants should be shortlisted by assessing how they meet these. **Only essential** criteria will be used as part of the grading process.

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<tr>
<th>Criteria</th>
<th>Description</th>
<th>Essential or Desirable</th>
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<tr>
<td><strong>Experience</strong></td>
<td>Experience of customer service or dealing with the public</td>
<td>Essential</td>
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<td></td>
<td>Some experience of archive work</td>
<td>Desirable</td>
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<td></td>
<td>An interest in modern British history</td>
<td>Desirable</td>
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<tr>
<td><strong>Skills</strong></td>
<td>A good understanding of basic IT systems</td>
<td>Desirable</td>
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<td></td>
<td>The ability to work alone or as part of a team</td>
<td>Essential</td>
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<tr>
<td></td>
<td>The ability to pay close attention to detail and work accurately</td>
<td>Essential</td>
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<tr>
<td></td>
<td>Good communication skills</td>
<td>Desirable</td>
</tr>
<tr>
<td><strong>Qualifications</strong></td>
<td>An undergraduate degree</td>
<td>Desirable</td>
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<tr>
<td><strong>Additional requirements</strong></td>
<td>A demonstrable commitment to pursuing archives as a career</td>
<td>Desirable</td>
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The College expects that you will:

- Treat all members of the College and the Collegiate University community (including all staff, partners, students and visitors) with respect, courtesy and consideration at all times.
- Behave professionally to, and expect professional behaviour from others in the community (including all staff, partners, students and visitors).
- Take care of their own health and safety, not compromise the health and safety of others, and comply with College and departmental safety requirements.