JOB DESCRIPTION

Job Title
Project Archivist:
Papers of Professor Sir Robert Edwards CBE FRS

Department
Archives Centre

Responsible to
The Director of the Archives

Hours of Work
Full-time appointment

Salary
£24,528- £29,290 pro rata (depending on qualifications and experience)

DUTIES AND RESPONSIBILITIES

The Project Archivist is responsible for the following:

1. Appraising, sorting, packaging and cataloguing the papers of late Nobel Laureate and Churchill College Fellow, Professor Sir Robert “Bob” Edwards FRS, using the systems and standards operating within the Churchill Archives Centre. The cataloguing process will include assessing data protection sensitivities and access conditions for researchers.

2. Answering enquiries and liaising with researchers interested in the Centre’s collections, and producing displays of relevant material for group visits, on-line resources, exhibition and outreach activities, as determined by the Director of the Archives Centre.

3. Participating in the duty rota for the reading room: supervising researchers and providing support to desk staff.

4. Full professional involvement in the work of the Archives Centre including participation in training and professional support to the Centre’s projects.

5. Any other duties that may from time to time be required, as discussed and agreed with the Director of the Archives Centre.
QUALIFICATIONS AND REQUIREMENTS

• A post graduate qualification in Archive Administration (Essential).

• The successful candidate must also be able to demonstrate knowledge of cataloguing theory and awareness of national and international standards for archival description, plus the ethical and legal issues governing access to personal papers (Essential).

• Practical experience of cataloguing archives (Desirable, although full training will be given in the specific systems currently being used within the Archives Centre).

• A good understanding and experience of IT systems (Essential).

• Ability to work alone and as part of a team (Essential).

• The ability to pay close attention to detail and work accurately (Essential).

• A knowledge of the history of modern science (Advantageous but not essential).

This job description will be reviewed periodically, when additions and amendments may be made.

Terms and conditions

This is a fixed-term post. The post is funded for 18 months (full time)

The role has been evaluated at Grade 5 on the College's pay scale. The Full Time Equivalent salary range on appointment will be £24,528- £29,290 per annum depending on experience.

Full-time hours are 37.5 per week. Consideration will be given to part-time applicants wishing to work fewer than 37.5 hours. Candidates should indicate a preference for part-time working at time of application or interview. The working pattern will be agreed between the post-holder and the College. Benefits include a generous pension scheme, healthcare cash plan, free meal on duty, use of sport facilities including on-site gym and free parking on site. Annual leave entitlement for full-time staff is 33.5 days inclusive of 8 statutory public holidays and will be pro rated for part-time staff.
BACKGROUND

The Papers of Professor Sir Robert Edwards CBE FRS (1925-2013)
Professor Robert Edwards, a Fellow of Churchill College, Cambridge was awarded the 2010 Nobel Prize in Physiology or Medicine for his research and development into in-vitro fertilisation. The press release issued for his Nobel announcement noted that:

*His achievements have made it possible to treat infertility, a medical condition afflicting a large proportion of humanity including more than 10% of all couples worldwide and that approximately four million individuals have so far been born following IVF. Many of them are now adult and some have already become parents. A new field of medicine has emerged, with Robert Edwards leading the process all the way from the fundamental discoveries to the current, successful IVF therapy. His contributions represent a milestone in the development of modern medicine.*

The archive comprises some 120 archive boxes, including over 2,500 slides and many photographs, and has come into the Churchill Archives Centre from the Edwards family in a number of different accessions. The Project Archivist will produce a definitive catalogue that will be made accessible on-line to researchers, and which will help open up this important collection for education, research and study at all levels. Due to the relatively unsorted nature of the material and the sensitive nature of some of the records, the collection cannot be made available until catalogued. There is already considerable research interest in the material.

The collection is made up of the personal papers and correspondence of Robert Edwards, documenting his remarkable career from the beginnings of his research in the late 1950's, through the birth of Louise Brown (the first “test tube” baby in 1978), to the mass application of his techniques and the award of both a Nobel Prize and a knighthood. It includes: research and patient data; correspondence and papers relating to ethical issues raised by research and challenges to it; material for journals and publications; general correspondence; and papers relating to travel and awards.

The Churchill Archives Centre
(see [https://www.chu.cam.ac.uk/archives/](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 Edwards papers will be catalogued to international standards for archival description:-
(ISAD(G)), and for the construction of access points the NCA Rules (1997) (National Council on Archives rules for the construction of personal, family and place names); the
UK Archival Thesaurus (UKAT); and the Getty geographical thesaurus. Catalogues are
published on the Janus webserver (http://janus.lib.cam.ac.uk/) which provides a single point
of networked access to catalogues of archives and manuscript collections held throughout
Cambridge.

The Director of the Archives Centre is Allen Packwood. The successful candidate will be
joining a team of 12 and will be an employee of Churchill College, Cambridge.