

Job Profile

Community Cataloguing Archivist

Grade: 7 (JE 15407)

Date created: April 2018, revised June 2026

About the Job

The post holder will be responsible for appraising, arranging and cataloguing archives in digital and analogue formats at Gloucestershire Archives at the Heritage Hub. In your role you will supervise and support volunteers and project groups with archives activities. The post is a fixed term contract for 20 months in the first instance and up to 2 years if additional funding is secured.

This is what we need you to do...

- appraise, arrange and catalogue digital and analogue archives using Epexio collections management software
- prepare collections for long term storage, including packaging, labelling, advising on their conservation needs and either ingesting digital records to the digital store or locating analogue records in the strongrooms
- process new additions to our collections
- train, support and supervise volunteers and project groups recruited to help with these activities

Special Conditions

- physical fitness is essential since the lifting of heavy boxes of records is a feature of the job
- some requirement to work outside normal working hours (e.g. occasional Saturday duties at the Heritage Hub as part of a rota; occasional out-of-hours outreach events, on and off-site)
- this post also involves rotad duties such as unlocking and locking the building, and the postholder must liaise with colleagues to arrange cover when booking leave

Monitoring and ongoing development of outcomes

As part of the annual appraisal, outcome based targets will be developed in conjunction with the post holder and will supplement this job profile. The job profile will be subject to regular review and the council reserves its right to amend or add to the accountabilities listed above.

The ideal candidate will have...

Experience

- Appraising, sorting and cataloguing archive collections
- Working with digital archives
- Working with, training and supervising volunteers and project groups
- Liaising with a range of stakeholders
- Using Epexio archival management system
- Working in a team
- Promoting access to archives
- Providing a customer-focused service

Knowledge, Skills and Understanding

- Knowledge and skill in applying international standards for cataloguing
- Ability to read and understand a wide range of archival and other resource material
- Awareness of key issues around preserving and making accessible archives and other resources (digital and analogue)
- Excellent written and verbal communication skills including the ability to convey complex information clearly
- Confident and competent IT skills including use of archival collections management software and tools and workflows relating to digital materials
- Skills in managing, supervising and working with volunteers and project groups
- Ability to adapt quickly to new systems and to acquire new skills

Behavioural attributes

- Flexible and can-do attitude
- Organised and methodical
- Able to adjust level of detail according to timescales and material
- Good at handling pressure of deadlines
- Patient and calm
- People person
- Enthusiastic and self-motivated

Demonstrates Gloucestershire Employee Behaviours: challenges; works flexibly; team worker; resilient; provides quality; takes ownership; and engaged in organisational goals.

Education & Qualifications Essential

- Postgraduate qualification in Archives Administration (accredited by Archive & Records Association) or equivalent qualification

Desirable

- Demonstrable evidence of continuing professional development
- Experience of working in a local government setting