

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

**Post: Archives Assistant (Chelsea)
(12 Month Fixed Term Contract)**

Post No: NAM 906

Reports to: Head of Archives, Library and Information

Job role

Working within the Archives, Library and Information team, the Archives Assistant will help to deliver reader services for the National Army Museum's Templer Study Centre (TSC), while developing their skills in archives management under the mentorship of the Museum Archivist. The post-holder will show a commitment to a career in archives or information management and will be looking to gain experience prior to undertaking a relevant postgraduate qualification.

Job Description

1. The post-holder is responsible for:

- (a) Reading room duties in the TSC as part of a team rota, supporting invigilation and access requirements, and responding to emails.
- (b) Cataloguing of archive collections under the direction of the Museum Archivist.
- (c) Digitisation work to support user and project requirements.
- (d) Auditing and location work, and other store-based tasks in line with the NAM Collections Care programme.
- (e) Basic collections management tasks, including repackaging of archive collections for preservation reasons.
- (f) Support the team with outreach and promotion of the archive to internal and external stakeholders.
- (g) Develop skills in archive management in line with the Archives and Records Association Competency Framework level 2.
(<https://archivesandrecords.smapply.io/protected/resource/eyJ0ZnJlIjogOTYyMTM1MTYsIChJ2cSI6IDEzODQwMH0/>)

2. Resource Management

- (a) Helping to collect and produce statistics in terms of use and development of the archive collections.
- (b) Supporting the management of volunteers working with the archive collections.

3. Internal Relationships

- (a) Works as part of the Archives and Library team, alongside the Archivists, Librarian, and Reading Room staff.

4. External Relationships

- (a) Participate in networking groups of archivists from the London museums and galleries.

5. Health & Safety

- (a) Be committed to good health and safety and access practice, ensuring familiarity and compliance with Museum policies, procedures and guidelines and the health and safety of visitors, staff, volunteers and contractors at all times.
- (b) The position may entail standing or limited moving around for periods of time and lifting boxes (up to approx. 6kg) and will involve working at height using library steps/ladders.

5. Knowledge Management and Development

- (a) Developing a good understanding of processes and procedures relating to the management of archive collections.
- (b) Developing skills in basic collections management within the context of museums.
- (c) Supporting the deliverance of internal and external talks and tours as required.

6. In addition, the post-holder is required to:-

- (a) Be committed to good health and safety and access practice, ensuring familiarity and compliance with Museum policies, procedures and guidelines and the health and safety of visitors, staff, volunteers and contractors at all times.

- (b) Act in every way so as to preserve the Museum's reputation and good name in all areas of its work and be fully committed to openness and transparency in all its dealings.
 - (c) Ensure that the Museum's Accounting and Financial procedures are strictly adhered to and embed a culture of control and financial discipline.
 - (c) To play a full part in the generation of income, and to avoid breaches of financial regularity and propriety, the misapplication of funds, or waste of resources. Effectively managing delegated budgets and projects and be responsible for the proper exercise, as instructed, of any delegated financial powers, having express regard to the Director's appointment as the Museum's Accounting Officer. To promote efficient and cost-effective methods of working to keep strictly within planned budget allocations, as set by the Senior Leadership Team.
 - (e) Take due care to assess and manage risk, having regard to the NAM's Risk Management Policy; (*Risk Management at the NAM: Matrix of Risks*).
 - (f) Carry out his/her duties in accordance with the NAM's Equal Opportunities Policy.
 - (g) Travel to and operate from the National Army Museum's outstations or locations where the Collection, or parts of the Collection, or other NAM property or services are held, or carried on, as and when necessary. The post-holder will be required to work off-site including at the Museum's facilities at Stevenage. UK and some foreign travel may be required.
 - (h) The post-holder will be based at the Museum in Chelsea.
 - (h) The post-holder must co-operate fully with the Management of the NAM in pursuance of the Museum's aims, as set out in its Royal Charter, and to enhance the Museum's standing and reputation through its contacts with the public and the media. This will include membership of various development and other teams set up from time-to-time and reporting to the Director and Senior Leadership Team.
 - (i) If the Museum's operational needs make it necessary, the post-holder may be assigned to any other Museum Team or Division.
8. The appointment is a fixed-term contract for 12 months, subject to a three-month probation period, and full-time, working 37 hours per week, 5 days out of 7. Additional evening and weekend working may be required. The salary is £25,388pa (inclusive) with a Joint Contributory Pension operated under the NEST Scheme.

The post-holder is required to give a minimum of three months' written notice in resigning.

- 9. The appointment will be subject to a security clearance.
- 10. This job description sets out the key responsibilities and tasks of the post and is not exhaustive. It may alter with the changing needs of the Museum. This job description may be reviewed and updated annually.
- 11. The National Army Museum is an equal opportunities employer.

Justin Maciejewski, Director
National Army Museum

June 2022

Signature:- Date:-