

National Army Museum

Royal Hospital Road, Chelsea, London SW3 4HT

Archives, Library and Information Team

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

Post No: NAM 906

Person Specification

| Criteria | Standard | E/D | Evidence |
|---------------------------------|---|---------------------|---------------------------|
| Qualifications | Degree (or equivalent) in a relevant subject from the humanities or sciences. | D | Certificate |
| Previous experience | Experience of working with archives, including as a volunteer or researcher. Experience of using archive catalogue records and online databases, either as a user or volunteer. Experience in delivering a customer service. | E E D | Application and interview |
| Knowledge | Basic understanding of the role of archive services and information professionals ie archivists, information managers, librarians. Basic collections management skills, ie handling of documents, preservation packaging Knowledge of British military history. | E D D | Application and interview |
| Attainments/skills/competencies | Excellent interpersonal, communication and organisational skills. Excellent attention to detail. | E E | Application and interview |

| | | | |
|--------------------------|--|---|---------------------------|
| | Ability to prioritise and work to deadlines. | E | |
| | Methodical, organised and reliable. | E | |
| | Flexible and adaptable. | E | |
| | Ability to work independently and as part of a team. | E | |
| | ICT skills in Microsoft Word, Excel, Outlook and in using databases. | E | |
| | Familiarity with MAC OS. | D | Application and interview |
| | Commitment to the archive profession. | E | |
| Particular circumstances | Extensive and frequent travel to other venues <i>e.g. Stevenage store</i> will be required and may include some overnight stays. Occasional out of hours work may be required including evenings and weekends. | E | Interview |
| | This role requires some working at height and ability to lift a box weighing 6 kilos. | D | |

KEY:

E = Essential

D = Desirable

June 2022