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| Culture Coventry Logo RGB (2)  **Culture Coventry** | | |
| **JOB DESCRIPTION** | | |
| **Post Title:** | **Coventry Archive & Research Centre Manager** | |
| **Department:** | **Coventry Archive & Research Centre** | |
| **Reports To:** | **Director of Audience Engagement** | |
| **Job Purpose:** | * To lead and manage the development of the Coventry Archive & Research Centre (CARC) to ensure we offer a strong visitor offer that preserves and reflects Coventry’s distinct and important collections. * To be responsible for the day-to-day operational and professional collections management of CARC, ensuring collections are accessible and engaging for our audience through excellent public services and a programme of events and workshops. * To support and commit to Culture Coventry’s strategic and policy development as an operator of major visitor attractions and key lifelong and creative learning establishments. * To work collectively and collaboratively with the senior leadership team to ensure that functional responsibilities are delivered and prioiritised specifically in support of the strategic objectives of the Trust * To proactively seek growth and development opportunities in support of the commercial development of the Trust. | |
| **Primary Responsibilities:** | **Professional Lead on Archives**   * Act as professional lead on archives, monitoring professional and sectoral developments and opportunities, being a strong advocate for the use of archives to ensure CARC is at the forefront of archive service provision in the local area. * Manage and develop CARC to ensure all relevant legal, statutory and other obligations are met, including adherence to relevant professional standards, for both archives and local studies service provision. Maintain CARC’s status as an approved Place of Deposit for public records and lead on achieving the UK Archive Service Accreditation standard. * Develop and maintain networks and partnerships with new and existing stakeholders, including The National Archives, Coventry City Council, neighbouring archive services, regional archive networks, Universities and depositors, to identify emerging opportunities, support best practice and develop new income streams for the operation and development of CARC. * Support the Director of Audience Engagement with input into the Audience Engagement and Digital Strategy, ensuring delivery of the Trust’s overall vision and objectives. * To collate data and produce reports on CARC to input into the overall Audience Engagement team key performance indicators and updates to the SLT and Board of Trustees.   **Professional Leadership**   * To recruit, lead and manage the CARC team through day to day management, team meetings and one to one’s, ensuring their professional development and delivery of a stimulating, efficient and supportive environment where individuals, families and students are able to learn about and engage in research using our collections. * Recruit, encourage, train and supervise students and volunteers to support collections management tasks and the delivery of events at CARC and in the local community. * To oversee the delivery of a high quality and effective customer service in public facing areas such as the Research Room and Reading Room, and develop CARC’s online offer for remote users, locally, nationally and internationally. * To provide specialist advice to staff and customers on sources for the history of Coventry with particular respect to the historic archives of the city. * To ensure the CARC team make the CARC collections accessible to the public through a variety of channels, on-site and online, adapted for different abilities and purposes. * To exercise budgetary controls of all the CARC service’s resources, taking all possible action to achieve income targets and ensure new income/commercial opportunities are explored and developed.   + Ensuring the CARC team have efficient financial processes for cashing up and till receipts in accordance with the Trust financial procedures. * To collaborate with staff across Culture Coventry to support events and exhibitions which help promote the CARC and provide greater access to its collections for public users.   **Collections Management**   * To oversee the management and development of the CARC collections in accordance with relevant standards and guidelines. * To manage the procedures for receiving new material – whether gifts or deposits - from private individuals and organisations, the City Council, and other transferring bodies. * To manage and administer procedures for the loan of documents and ensure we undertake appropriate accessions procedures. * To oversee the listing, cataloguing and indexing of records in the private, Coventry Borough and superseded local authority sequences. * To ensure that records are kept in suitable and secure conditions once they have been acquired by CARC, in accordance with relevant standards. * To ensure sufficient storage space is available for all of CARC’s archive collections, achieving the most efficient use of currently available space and adequately planning for future storage capacity needs, whilst ensuring a safe and clean working environment. * To support the Local Studies & Information Officer in the development of the Local Studies library collection and its public access. * To work in conjunction with the fundraising team to investigate, develop and realise fundraising and income-generating opportunities for the collections relating to their development, conservation, display and use. * Support the CARC team responding to enquiries from the general public, dealing with any issues concerning Freedom of Information and data protection issues, supervise and support researchers.   **Organisational Leadership**   * To lead by example by demonstrating the Trust’s values and behaviours at all times. * To support the delivery of the Trust’s financial objectives and growth agenda, by adopting a commercial mindset and actively seeking revenue and funding opportunities. * To put the customer at the heart of all decisions and to ensure the delivery of an exceptional customer experience at all times. * To proactively manage and support our people – developing capability, supporting and coaching them to enable them to deliver, giving timely feedback and clarity of expectations and objectives. * To represent Culture Coventry on all appropriate local, regional, national and international forums, workshops, events, reviews and consultations relevant to this post. | |
| **Other Duties** | * At all times ensure that working practices are in line with the requirements of Culture Coventry’s Health and Safety Policy and generally seek to ensure the safety of Culture Coventry’s employees and visitors, including in the event of an emergency evacuation. * To support the remainder of the Culture Coventry team when required for conferences, gallery openings and any other events over and above the normal day-to-day running of the museums ensuring that commercial opportunities are maximised. * To actively engage with any special projects or builds and annual events / large public festivals that may occur from time to time over and above the normal day to day running of the museums ensuring that all commercial opportunities are maximised. * Any other duties that fall within the scope and spirit of the post |
| **NB. The nature of the post may require a commitment to Culture Coventry Trust outside of normal working hours (e.g. weekends, evenings, Bank Holidays, etc.). Time-in-lieu will be granted for such hours worked.**  A driving licence, to ensure the most efficient contact with external bodies and support Culture Coventry Trust’s external events policy, will be essential.  Post holders will be accountable for carrying out all the duties and responsibilities with due regard to the Charitable Trust’s Health and Safety and Equal Opportunities Policies.  Duties, which include processing of any personal data, must be undertaken within the corporate data protection guidelines | |
| **Please note**:   * The **black wording** within this document details your individual role requirements and responsibilities, which you will be expected to demonstrate and achieve in the performance of your role. * The **green wording** outlines core behaviours, requirements and responsibilities that are expected of all managers within the Trust. This has been included in all management job descriptions, and a revised and relevant version is included in all employee job descriptions, with the clear aim to ensure that everyone across the Trust shares a common purpose, to achieve our vision and live our values. | |

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| **PERSON SPECIFICATION**  Assessment for recruitment requirements and competencies | |
| **Aptitudes / Skills / Abilities** | **Essential**   * Awareness of and commitment to customer care with a friendly and professional manner. * Appreciation of and sensitivity to Equality, Diversity & Inclusion to ensure access to records for customers of differing abilities. * A systematic, methodical and accurate approach to work. * Able to work independently, and to take lead responsibility for core areas of professional activity * Excellent skills to carry out documentation and research in a methodical and accurate way. * Ability to co-ordinate and lead projects. * A high level of competence and confidence in using IT in an archive service context (e.g. electronic finding aids, social media, digital preservation) * Able to use archive administration software - Adlib * Strong leadership and management skills with the ability to motivate, inspire and effect change and deliver results * A demonstrable desire to achieve success with a track record of achieving results through good leadership and team work * Customer focused with the passion and ability to identify customer audiences, understand their specific requirements and place them at the heart of everything the Trust does * Commercially aware with a good track record of successfully devising, monitoring and managing budgets * Self-motivated with the ability to take the initiative * Ability to work effectively with a range of stakeholders and current/potential partners * The ability to think creatively and problem solve. * Strong networking skills * Sensitive to the different cultural backgrounds of Coventry’s diverse communities and a commitment to equal opportunities practice both at work and with customers * Strong time management skills with the ability to deliver to deadlines and prioritise competing demands * A team player, confident, authoritative and approachable manner * A flexible approach to work with the willingness and ability to work outside standard hours on occasion. * Strong communication skills both face-to-face and in writing * Strong IT skills and proficiency in Microsoft Office applications * Strong data management and analytical skills to analyse, track, interrogate and report data trends, to inform the day to day commercial development of the Trust   **Desired**   * Readiness to work with people and the ability to respond to differing needs, e.g. disabled, children, diverse cultures and differing levels of understanding. * Demonstrable interest in and enthusiasm for the arts and heritage sector * A background in a cultural environment |
| **Knowledge And Experience** | **Essential**   * Knowledge of the statutory framework for working within a place of deposit for public records and local authority records, regarding data protection, Freedom of Information Act and Intellectual Property Legislation * Experience of managing a History Centre/Record Office/Archive Service. * Experience of working in a heritage environment and working with records and archives. * A track record of success in leading change/service transformation and implementing associated action plans. * Knowledge of current standards relating to archive and local studies collections care and management, and experience of developing policies and strategies forarchives and local studies. * An understanding of the value of local heritage and the ways in which archives and libraries can be used to serve the community. * Experience of working with community groups and supporting volunteers and students. * Demonstrable experience of leading and managing individuals/a team * Experience in delivering a proactive and high level of customer experience * A background in a cultural environment * Good awareness of how to ensure equal opportunities in the workplace * Demonstrable experience of using training & development as a key motivator   **Desired**   * A broad understanding of Coventry’s history and the geography of the city. * A broad understanding of industrial history, coupled with a recognition of Coventry’s place in that history * Awareness of other legislative obligations relevant to a large Charitable business * Demonstrable experience and knowledge of project management * Experience of working in partnerships * Working with external funding bodies |
| **Education and qualifications** | **Essential**   * A degree in a relevant subject * Recognised professional qualification in archives administration or records management * Strong evidence of a quality educational background in Maths and English   **Desired**   * Evidence of post formal educational development would be an advantage * Management qualification * Registered member of Archives and Records Association |
| **Special Requirements:** | * This post is exempt from the provisions of the Rehabilitation of Offenders Act 1974. A Criminal Record Disclosure may be required prior to appointment. * A clean driving licence is essential to fulfill the requirements of the post |