**Culture Coventry Trust**

**Herbert Art Gallery & Museum**

**Jordan Well**

**Coventry**

**CV1 5QP**

**JOB DESCRIPTION**

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| **Job Title:** | Archives Manager |
| **Reporting to:** | Cultural and Creative Director |
| **Responsible for:** | Archives Assistants, Local Studies and Information Officer |

**SCOPE**

Culture Coventry Trust and Coventry Sports Foundation are operating as CV Life, so that the scope of this Job Description as a CV Life document extends to cover the employment of employment contracts held with either Culture Coventry Trust or Coventry Sports Foundation.

**OVERALL PURPOSE AND OBJECTIVE OF THE ROLE**

To lead and manage the development of the Coventry Archives (CA) 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 the Archives, ensuring collections are accessible and engaging for our audience through excellent public services and a programme of events and workshops.

**MAIN DUTIES OF THE ROLE**

1. Act as professional lead on archives, monitoring professional and sectoral developments and opportunities, being a strong advocate for the use of archives to ensure the Archives is at the forefront of archive service provision in the local area.
2. Manage and develop the Archives 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 Archives status as an approved Place of Deposit for public records and lead on achieving the UK Archive Service Accreditation standard.
3. Develop and maintain networks and partnerships with new and existing stakeholders, including The National Archives, Coventry City Council, local 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 the Archives.
4. Support the Cultural and Creative Director with input into the Audience Engagement and Digital Strategy, ensuring delivery of the Trust’s overall vision and objectives.
5. To collate data and produce reports on the Archives to input into the overall key performance indicators and updates to the SLT and Board of Trustees.
6. To recruit, lead and manage the Archives 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 collection.
7. Recruit, encourage, train and supervise volunteers to support collections management tasks and the delivery of events at the Archives and in the local community.
8. To oversee the delivery of a high quality and effective customer service in public facing areas such as the Research Room and Reading Room, develop Archives online offer for remote users, locally, nationally and internationally.
9. To provide specialist advice staff and customers on sources for the history of Coventry with particular respect to the historic archives of the city.
10. To ensure the Archives team make Archives collection accessible to the public through a variety of channels, both on-site and online, adapted for different abilities and purposes.
11. To exercise budgetary controls of all the Archives services resources, taking all possible action to achieve income targets and ensure new income/commercial opportunities are explored and developed.
12. Ensuring the Archive team have efficient financial processes for cashing up in accordance with the Trust financial procedure.
13. To collaborate with staff across Culture Coventry to support events and exhibitions which help promote the Archives and provide greater access to its collections for public users.
14. To oversee the management and development of the Archive collections in accordance with relevant standards and guidelines.
15. To manage the procedure for receiving new material – whether gifts or deposits – from private individuals and organisations, the City council, and other transferring bodies.
16. To manage and administer procedures for the loan of documents and ensure we undertake appropriate accessions procedures.
17. To oversee the management and development of the CA collections in accordance with relevant standards and guidelines.
18. To manage the procedures for receiving new material – whether gifts or deposits – from private individuals and organisations, the City Council, and other transferring bodies.
19. To manage and administer procedures for the loan of documents and ensure we undertake appropriate accessions procedures.
20. To oversee the listing, cataloguing and indexing of records in the private, Coventry Borough and superseded local authority sequences.
21. To ensure that records are kept in suitable and secure conditions once they have been acquired by CA, in accordance with relevant standards.
22. To ensure sufficient storage space is available for all of CA’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.
23. To support the Local Studies & Information Officer in the development of the Local Studies library collection and its public access.
24. Support the CA team responding to enquiries from the general public, dealing with any issues concerning Freedom of Information and data protection issues, supervise and support researchers.

This Job Description is neither exhaustive nor exclusive and may be reviewed and updated depending upon operational requirements and staffing levels.

**RESPONSIBILITIES FOR ALL EMPLOYEES**

* To embrace and lead by example on the Company’s key values of PRIDE, PASSION and PERFORMANCE or those that might at any time be subsequently re-defined.
* To undertake all duties and fully comply with all of the Company’s general standards and those relating to the specific requirements of the role.
* To carry out tasks at a range of sites that are either operated or managed by the Companies / Trusts or where services are delivered by the Companies / Trusts
* To be involved in any aspects or opportunities for sharing of good practice, expertise and responsibilities within the Companies / Trusts. To generally help promote the work and public image of the Companies / Trusts, always maintaining high standards of customer service and personal appearance.
* To attend and fully engage with all internal training and development requirements and opportunities, and maintain such qualifications as required by the demands of the role.
* To interact positively with customers adopting a friendly and professional approach at all times.
* To support the Company’s commitment to providing a safe environment for children, young people ad vulnerable adults, ensuring awareness of the Company’s Safeguarding Policy, Procedures and Practice Guidance, and to be vigilant, reporting any safeguarding concerns without delay.
* To comply with the General Data Protection Regulations when dealing with, maintaining, sharing and storing information.
* To undertake other duties as specified, which are appropriate to the qualifications, experience and general level of the post.

**Date Created: June 2022**

**Date Reviewed: 18.7.22**

**PERSON SPECIFICATION**

**Essential Personal Attributes**

* 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.
* Strong leadership and management skills with the ability to motivate, inspire, effect change and deliver results.
* A track record of success in leading change/service transformation and implementing associated action plans.

**Essential Knowledge and Experience**

* A professional qualification in an area relevant to Archives management.
* 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
* Knowledge of the statutory framework for working within a place of deposit of 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.
* Knowledge of current standards relating to archive and local studies collections care and management, and experience of developing policies and strategies for archives 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.

**Essential Special Skills**

* Thinking analytically and using information to inform planning
* Communicating and engaging with people
* An understanding of the needs of service users and visitors to the Archives service and how best to meet those needs.
* An understanding of the key challenges facing the Archives sector and developing effective partnerships and collaboration to meet these challenges.
* Excellent oral and written skills.