



## Project Archivist Job Description

**Post:** Project Archivist

**Duration of role** (Part time, Fixed term 24 Months, 2 days a week)

**Location:** Based at Oxford House

**Reports to:** Culture and Heritage Producer

**Organisation:** Oxford House, Derbyshire Street, E2 6HG

**Salary:** £11,200 (2 days / 14 hours per week) Based on £28,000 a year (pro rata) FTE

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### The Role

The Project Archivist role is an exciting opportunity to transform public access to Oxford House's archives and heritage. The Project Archivist is the leading 'custodian' of Oxford House's archive which dates to back to 1884, when the original settlers founded the organisation. Our archive consists of uncatalogued documents related to the organisation and the many different community groups, organisations and clubs which have been a part of our history. The archive mainly consists of approximately 30 boxes of paper-based material including committee papers, visitor books, annual reports, notes and letters, newsletters, magazines, photographs, and other ephemera.

Although the collections are closely linked to activity in the building, they also tell a wider story of Bethnal Green and the community. We are looking for an archivist to sort, catalogue, and support managing the partial digitisation of our collection. This work will form the backbone of an exciting programme of public events, co-curation activities and exhibitions - telling our story and collecting new stories which will be added to our collection.

### About Oxford House

Oxford House is a historic 'settlement house' established in 1884 by students and graduates who came to live and work in the East End. These 'settlers' led projects and community initiatives ranging from men's clubs, to work exchanges and adult learning initiatives for local people. Oxford House has been based in its listed Victorian building in the heart of Bethnal Green since 1891.

The outbreak of the Second World War became a defining moment in our history as Oxford House transitioned from the 'settlement house model' and became a vital community hub, reflecting its diverse local community. From youth work, projects for older people, to women's groups and community-led Somali cultural projects, Oxford House has reflected a changing East End. Today, Oxford House is multipurpose community arts centre, still based in our beautiful, Grade II listed building and home to a theatre, dance studio, gallery, and café.

## The Project:

'Through the Lens: Women Pioneers, Youth Social Action and Celebrating our Somali Community' is a new National Heritage Lottery Funded two-year project. It will explore Oxford House's diverse post-war history through the experiences of three local communities: women, young people, and the Somali community. Our archives will be a catalyst for open research, skills development, and unexpected artistic collaborations. We will:

1. Make OH's onsite archive publicly accessible. New research, archive open days, memory collection, heritage exhibition and a new festival; led by heritage professionals, trainees, and volunteers with public participation at its core.
2. Reveal hidden stories of women at OH. Our early 1940's women 'settlers' will inspire an exciting intergenerational takeover project, led by local girls, linking stories past and present.
3. Reveal the untold stories of OH's ground-breaking youth work. It will explore 1970s anti-fascism, youth subcultures, and working-class activism connecting local schools with contemporary discussions through films, local walking tours, takeover events, and artistic commissions
4. Platform Somali artists and makers through an innovative pop-up 'Somali Arts Café linking our heritage past and present in partnership with this community.
5. Transforming our gallery space into an improved flexible education and creative space for these projects and beyond.

## Responsibilities:

- Sorting, cataloguing, and rehousing the archive, leading basic conservation and preservation work when needed.
- Advising and supporting in developing and maintaining 'best practice standards in archival care.
- Leading 're-boxing' and preparation of material for onsite restorage and digitisation.
- To support in digitisation project working with external digitisation company and web developers including creating a project workflow plan.
- To carry out research for heritage exhibitions, talks and participatory events.
- To develop a basic 'collections policy' outlining future collecting and simple archiving procedures for organisational maintenance.
- To comply with all legislation including GDPR and IP for this project – liaising with external partners including Tower Hamlets Archive if needed.
- To support in recording 12 new oral histories, working with Heritage Producer and Heritage Participation Trainee.
- To support in developing Archive Open Days – public heritage events aimed at engaging the community in our archives and heritage.
- Support in some public participation events
- To support in evaluation of the project.

## Essential Skills and Experience

- Qualified Archivist
- Experience of archives management, including implementing and developing digital systems.
- Experience with archival cataloguing software
- Experience of working in a previously uncatalogued archive collection
- Commitment to making archives and heritage learning accessible to all by working directly with members of the public using participatory and open approaches
- Organisational skills needed to work on a complex heritage participation project involving many different stakeholders
- Accredited qualification in Archive Management
- Experience and understanding of management software.
- Sound knowledge of GDPR, copyright and data protection legislation and practical application
- Excellent written and verbal communication
- Proactive attitude and ability to manage own workload
- Excellent organisational skills
- Positive and open attitude to learning and skills development
- Organised, ability to multitask and prioritise workload
- Excellent written communication skills with attention to detail
- Computer literacy including MS Office packages and Outlook

## Equality and Diversity

Oxford House is based in the heart of East London, and we want our staff and volunteers to reflect this. We actively value and encourage applicants from a range of backgrounds and lived experiences to apply for this role. We particularly welcome applicants from East London.

Oxford House (OH) strives to be an equal opportunities service provider and employer. OH, recognises that many groups of people within society suffer disadvantage, harassment, or discrimination in many aspects of their lives, thereby devaluing them and denying them their basic rights. OH, commits itself to combating such discrimination by seeking to extend within the organisation opportunities for people affected by disadvantage and discrimination. OH, recognises that many people have different lifestyles and responsibilities that make demands on them as carers for children, family, or partners.

OH, seeks to ensure equality & diversity throughout services, employment, and management by providing appropriate encouragement where necessary to enable all types of people to play an active role and advance within its structure. OH, seeks to raise awareness within the organisation and amongst members and users of the various forms of discrimination and to promote efforts to combat it. OH, will train all its staff and volunteers in equality & diversity to ensure that they are up to date with any new legislation. All forms of discrimination, abuse or harassment by staff will be regarded as disciplinary offences and dealt with in accordance with OH disciplinary procedures.



**How to Apply:**

**Email CV, Cover Letter (no longer than 2 pages) and Diversity Monitoring Form to:**  
[jobs@oxfordhouse.org.uk](mailto:jobs@oxfordhouse.org.uk) by Monday 30 May 2022 (12noon).

Interviews will be held wc 6 June 2022.