



Project Archivist Job Description

Post: Project Archivist

Duration of Role: Part-Time, Fixed Term 2month role (Immediate start)

Role is to start in May 2024 and end in June 2024 working 3 days per week (24 days in total)

Contract Salary: £2,960 (3 days/21 hours per week). 24 days across contract.

Based on £29,065 a year (pro rata) FTE

Location: Based at Oxford House

The Role

Oxford House is seeking a Project Archivist to support our project transforming 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 our Victorian founders, developed the organisation. Over the past 18 months our previous Project Archivist has:

- Overseen the cataloguing of our in-house collections.
- Overseen the move of our collections and archive into a suitable space onsite.
- Led several engagement activities reaching diverse groups across our local community.

Our current project archivist is leaving this role and we seek a Project Archivist to help us complete our current NLHF Project. Specifically, we are seeking a project archivist to lead on the following activities:

Scope of Work/ Responsibilities:

Completing Website

- Work with web developers to complete a digital archive website of over 300 digitised items from the Oxford House Archive. This includes working on the creation of the new site, and integrating the link to the new site into Oxford House's existing website
- Suggest tweaks to improve functionality, accessibility and appearance
- Write copy to help users navigate site

Cataloguing

Complete and check cataloguing (majority complete) to ISAD(G) standard, including cataloguing accessions from internal and external sources

- Upload catalogue data to Archives Hub and edit as necessary

Preservation

- Ensure the archive room environment is monitored and pests are logged



- Rehouse large format paper records (architectural drawings and posters) for preservation.

Documentation and processes

- Complete Collections Management Policy
- Create process guide for accessioning records internally.

Engagement Support

Assist in the delivery of engagement events, from pop-up archives to the opening weekend of our 140th anniversary celebrations and exhibition

- Train volunteers in handling, and providing public access to, archive material.

Evaluation

- Contributing to final evaluation report for our NHLF-funded project.

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 a multipurpose community arts centre, still based in our beautiful, Grade II listed building and home to a theatre, dance studio, gallery, and café.

Essential Skills and Experience

- Qualified Archivist
- Experience developing archival websites with support from web developers (desirable)
- 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
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. 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 by Sunday 28 April 2024, 10pm