



### INFORMATION

Guildford Cathedral is a sacred space and a community of people who engage with God and the wider world for the common good. The Cathedral is a place of pilgrimage, as well as stillness, prayer, daily choral worship and a venue for concerts, art and education. Over 100,000 visitors come to the Cathedral each year.

The Cathedral is led and directed by the Chapter; a governing body made up of both clergy and congregation representatives, as well as those selected for their particular skills.

In March 2015, Guildford Cathedral was awarded a grant of nearly £5 million by the Heritage Lottery Fund (HLF) to undertake an ambitious project to secure the long term future of the building for the wider public benefit. Specifically the project will:-

1. Secure Guildford Cathedral's survival through the removal of asbestos from the concrete ceiling vaults
2. Enrich the Visitor Experience by improving facilities, accessibility and interpretation
3. Widen and Deepen Community Engagement with the Cathedral and encourage a new generation to become involved, through:
  - a. Capturing the story of the "The People's Cathedral" through the memories of individuals and bringing to life the rich history of the Cathedral.
  - b. Improving and enhancing the range of learning opportunities available for children and adults.
  - c. Expanding the portfolio of volunteering opportunities enabling individuals to feel embedded in the life of the Cathedral.

### JOB SPECIFICATION

<b>Job Title:</b>	The People's Cathedral Archivist
<b>Accountable to:</b>	The People's Cathedral Project Manager
<b>Hours of work:</b>	35 hours per week (some flexibility required)
<b>Main Terms and Conditions:</b>	Salary £26,000 per annum pro rata, 9 month contract The post offers 24.75 days leave including public holidays.

### KEY TASKS

- To identify and implement a suitable cataloguing system for the Cathedral Archives and Guildford Diocesan Guild of Church Bell Ringer's (GDGCBR) Library.

- To digitise key elements of the Cathedral Archive to facilitate online access and widen the use of the resource.
- To ensure, as is reasonable, the future proofing of the digitized items within the constraints of the budget allowance.
- To develop a records management policy, a collecting policy and disaster recovery policy for the Cathedral Archives and Guildford Diocesan Guild of Church Bell Ringer's (GDGCBR) Library.
- To address current conservation and storage issues to ensure archive materials are appropriately stored.
- To manage the accessioning of new deposits (including digital records), appraisal and disposal.
- To liaise with Surrey History Centre and Screen South East concerning the Cathedral's deposited Collections and the periodic transfer of material.
- To provide advice to the Chapter concerning the management of current records and the transfer of material to the Cathedral Archive.
- To train and upskill archive volunteers, both new and existing, in best practice in archive management and use of cataloguing software.
- To work with the People's Cathedral Project Interpretation Officer to develop materials for use as part of the renewed Cathedral interpretation.
- To work with the People's Cathedral Project Volunteer and Apprentice Officer to facilitate effective documentation of the building works and appropriate transcription and storage of oral history memories for the Cathedral Archive.
- To market and promote the Cathedral Archive to increase use and awareness.
- To undertake other duties as required by the People's Cathedral Project Manager.

### **Essential (E) and Desirable (D) Skills and Attributes**

- Qualified information professional (MA Archive Administration or equivalent). (E)
- Significant experience of archival work, preferably ecclesiastical and/or architectural archives including the management and digitisation of archive content. (E)
- Understanding of national and international archival standards and their practical application. (E)
- Understanding of archival collections and their cultural and historical context. (E)
- Knowledge of current best practice and sector standards for archival cataloguing. (E)
- Development and maintenance of records management policies, collecting policies and disaster recovery policies. (E)
- Effective marketing and promotion of archives including organisation and delivery of public facing archive events. (D)
- Experience in conservation and storage management. (E)



- Experience of transfer of archival materials between sites. (D)
- Experience of recruiting, working with, training and upskilling of archive volunteers. (E)
- Experience of HLF Projects. (D)
- Good general IT skills and specialist knowledge of archive cataloguing systems. (E)
- Flexible approach to duties and working hours. (E)

### **Personal Attributes and Skills**

- Accuracy and attention to detail.
- Excellent organisational and time management skills.
- Ability to identify material that is particularly engaging or appropriate to themes promoted as part of the mission of the Cathedral and harness social media.
- Effective communicator able to develop strong working relationships with internal colleagues and external partners.
- The ability to work as part of a team while also being self-motivated.
- Strong influencing skills and ability to persuade colleagues of the importance of good records management.
- Interest in ecclesiastical history and architectural history.
- In sympathy with the worship and mission of the Cathedral and willing to engage in all aspects of the Cathedral's life.

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## **RECRUITMENT PROCESS**

To apply for this post, please send a copy of your CV, including the details of at least two referees, and a covering letter, addressing all essential and desirable skills and attributes listed in this job specification, to:-

[helen@guildford-cathedral.org](mailto:helen@guildford-cathedral.org) or Helen Ellis, Guildford Cathedral, Stag Hill, Guildford, GU2 7UP

Your application must be received by 5pm on Friday 15<sup>th</sup> January 2016.

Applicants will be advised of the outcome of an initial short-listing of applicants as soon as possible after the closing date.

Interviews will be held week commencing 25<sup>th</sup> January 2016.

