

Project Archivist

Job details	
Directorate:	Membership and External Affairs
Department:	Member Experience & Services
Team:	Library
Grade:	Career Professional B
Reports to:	Library Services Manager
Line management responsibilities:	No
Location:	London

Role overview

The Project Archivist will work alongside the library team in the provision of a combined library and archives service. To manage and promote the Law Society's archive collection including delivering tours and small exhibitions. To answer historic enquiries and undertake research in relation to the archives, the history of the Law Society and the solicitors' profession. To prepare materials and content for social media, our website and library exhibitions. The post is fixed term for 12 months with the possibility of extension.

Core duties of the role:

The post holder will:

- Manage and promote the Law Society's archive collection in collaboration with the library team
- Work towards archive accreditation, drafting documentation such as the archives collection development policy and retention schedules, and liaising with the Library Services Manager for review and approval
- Handle routine and complex historic enquiries to a high standard including undertaking research externally where required
- Contribute to the development and scheduling of regular archive-related content for social media, small exhibitions and tours, engaging members and the public with the Society's and the profession's role
- Work on longer-term projects including cataloguing of the historic collections and material related to the Law Society's heritage
- Contribute to wider engagement initiatives through research, identifying content, and writing blog posts and articles
- Maintain and improve access to digitised and microfilmed records, and facilitate access to original records for enquirers
- Support the transfer and acquisition of modern records to the archive for permanent preservation
- Liaise with the conservator to support maintenance and preservation of archival collections
- Build and maintain effective working relationships and support junior staff to assist with archive-related tasks
- Other projects and tasks in support and promotion of the archives collection and library service as required

Skills and attributes:

Criteria (knowledge, skills and attributes)	Assessment stage
Essential:	
Post-graduate qualification in archives and records management or the equivalent	Application Form
Proven experience of archives and records management	Application Form
Demonstrable experience of independent research and content creation	Application Form
Excellent communication skills, written and oral, including the ability to present engagingly to groups of library users	Interview
Excellent interpersonal skills for confidently working with colleagues, members and other library users	Application Form and Interview
Ability to prioritise work and deliver to deadlines and agreed standards	Interview
Positive, professional and constructive attitude, with a proactive approach to continuous improvement and collaborative working	Interview
Proven ability to work independently on own initiative and manage personal workload	Application Form and Interview
Highly IT literate, proficient in Microsoft 365 standard applications	Application Form
Commitment to engaging audiences, promoting and widening access to historic material	Application Form and Interview
Desirable:	
Experience guiding and supporting junior staff or volunteers on archive-related tasks	Application Form and Interview
Experience of working with rare and historic collections	Application Form

Organisational chart – Library team

