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**Greater Manchester Coalition of Disabled People**

**Job title:** Archives Assistant

**Hours:** 21 hours per week

**Salary:** £21,800 per annum (pro rata is £13,080)

**Line manager:** GMCDP Manager (supported by Archive Lead on day-to-day basis)

**Contract length:** 3 years

**Deadline for applications: 4pm 9th November 2021**

**Interviews to take place: Week beginning 22nd November 2021**

**About Greater Manchester Coalition of Disabled People**

Greater Manchester Coalition of Disabled People (GMCDP) is a disabled people’s organisation which is completely run and controlled by disabled people. Our mission statement is:

**“To promote the full inclusion of disabled people in society and challenge the discrimination and oppression of disabled people.”**

We aim to:

* Promote the independence and inclusion of disabled people in society.
* Identify and challenge the barriers that prevent disabled people from fully participating in mainstream society today.
* Encourage and support the self-organisation of disabled people.
* Actively promote the understanding and implementation of the social model of disability.
* Use the wealth of knowledge of disabled people to strengthen and develop our organisation and its projects.

**Purpose of the role**

GMCDP is working in partnership with Archives+ to catalogue the GMCDP archive which forms part of the Disabled People’s Archive (DPA) collection. This collection is the largest disabled people’s archive in England, and is hosted by GMCDP and stored at the Central Library with Archives+. GMCDP has secured funding to ensure this important collection is catalogued and fully accessible to disabled people.

As the Archive assistant you will be responsible for supporting the Archive Lead and Access and Inclusion worker to catalogue and make accessible the Disabled People’s Archive. You will support the smooth running of the project through undertaking administrative tasks, including organising meetings and events, responding to enquiries and processing the collection.

**Main duties:**

* assist in the cataloguing, preservation, and promotion of the Disabled People’s Archive
* work with the Archive Lead in evaluating records for preservation and retention - some may be fragile and need careful handling, repair or conservation
* support the digitisation of the catalogue
* support the Archive lead in cataloguing the full collection and manage information and records
* advise and support users on how best to access, use and interpret archives
* prepare record-keeping systems and procedures for archival research and for the retention or destruction of records
* maintain user-friendly, computer-aided search systems
* support the Access and Inclusion worker when needed in transcribing material into accessible formats
* work with the Archive Lead and Archives+ to identify ways of protecting and preserving collections
* support the Access and Inclusion worker on the development and delivery of training workshops and good practice guidance
* respond to email, telephone and face-to-face enquiries about the archive collection
* Along with the Archive Lead and Access and Inclusion Worker, promote the Disabled People’s Archive.
* support the Archive Lead with the ongoing organisation and storage of materials.
* Organise staff team meetings and DPA steering group meetings, assisting with production of agendas, minutes, reports and presentations as necessary.
* To carry out any other duties within the scope and general nature of the grade that may be required.