**Greater Manchester Coalition of Disabled People**

**Job title:** Archive Lead

**Hours:** 21 hours per week

**Salary:** £28,000 per annum (£16,800 pro rata)

**Line manager:** GMCDP Manager (supported by Archives+ for specialist archives knowledge)

**Location:** Central Library (primary location) and occasional remote working

**Contract length:** 2.5 years

**Deadline for applications:** 9am on Monday 20th June 2022

**Interviews to take place:** TBC

**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 fully catalogue the Disabled People’s Archive 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 Lead you will be responsible for the day-to-day running of this project, including monitoring and evaluation, support to the GMCDP Archives team, and the leading on the cataloguing of the collection. The GMCDP Archive Team consists of the Archive Lead, an Access and Inclusion worker and an Archives Assistant. You will ensure the catalogue is digitised and made available both online and within Archives+ catalogues.

**Main duties:**

* evaluate records for preservation and retention - some may be fragile and need careful handling, repair or conservation
* catalogue the full collection and manage information and records
* ensure that the collections are stored, managed and accessed in a manner consistent with good practice
* promote the Disabled People’s Archive
* prepare record-keeping systems and procedures for archival research and for the retention or destruction of records
* work with Archives+ to identify ways of protecting and preserving collections
* arrange the acquisition and retrieval of records
* advise on the ongoing organisation and storage of material in order to encourage organisations to plan for the future.
* Responsible for day-to-day support and guidance for the GMCDP Archives team (Archives assistant and Access and Inclusion worker)
* Responsible for developing and implementing strategies
* To work with the Archives+ on the digitisation process
* To develop and maintain communications with depositors and donors of archival collections.
* To oversee the full cataloguing of the DPA archival material to ensure its long term preservation according to archival standards.
* To co-ordinate the work of the GMCDP archives team.
* Set own priorities in conjunction with overseeing team objectives, and ensure Archive team are progressing objectives within timescales of the project
* Support the Access and Inclusion officer to deliver workshops on good practice
* Responsible for monitoring and evaluating progress of the project