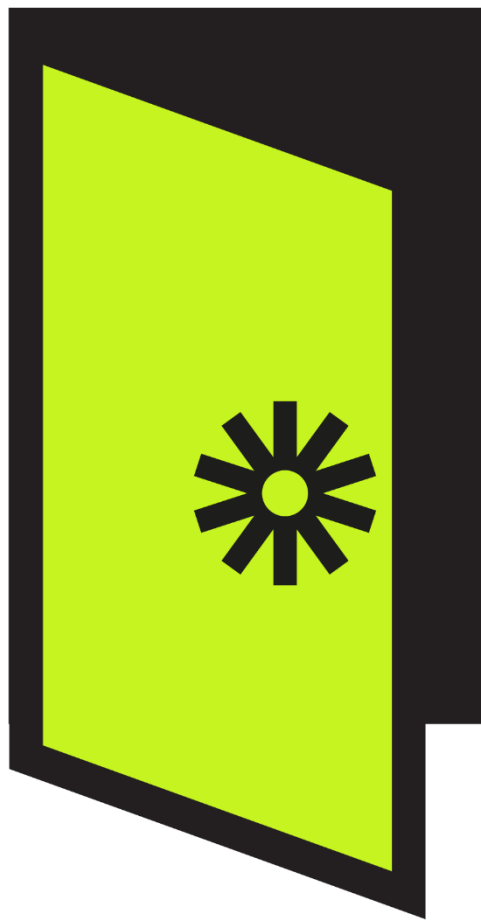


Application Pack Archive Project Worker 28 hours per week



**Greater
Manchester
Coalition
of Disabled
People**

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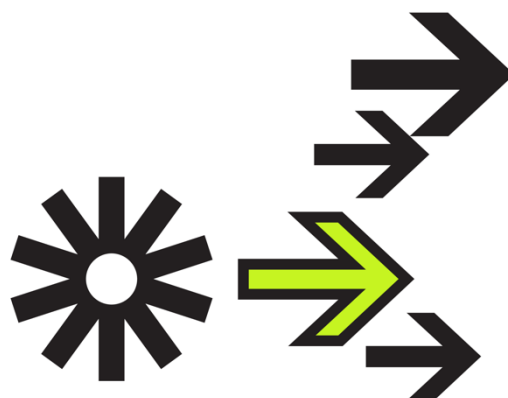
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About Us

About the organisation

Greater Manchester Coalition of Disabled People (GMCDP) is an organisation of disabled people, which works to promote the full inclusion of disabled people in society and challenge the discrimination and oppression of disabled people. It is completely run and controlled by disabled people. We specifically aim to:

- Promote the independence and inclusion of disabled people in society
- 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
- Be a welcoming organisation that makes it easy for all disabled people to be involved.



About the project

The Disabled People's Archive (DPA), run in partnership with Archives+ and records the history of disability activism in Manchester, Britain and around the world. The project exists to give disabled people access to their own history, and to work with other archives, libraries, and other services to make heritage more accessible.



- The DPA is the largest collection in Europe of material created by disabled people and their organisations.
- DPA staff adapt historical documents and records to be accessible to people with sensory impairments and learning difficulties.
- Our team supports academic and community researchers to understand the history of disability and disability politics in Britain and internationally.
- The archive team provides training and written guidance to heritage staff on disability equality and accessibility and advises partner organisations on best practice for access and inclusion.
- DPA workers promote disabled people's history and the social model of disability, by showing how disabled people have changed society and fought against segregation and oppression through our collection.
- The DPA is overseen by a Steering Group of disabled activists and represents the interests of the Disabled People's Movement in everything it does.

This is an exciting opportunity for a candidate to be able to both build on the previous good work of this project, as well as shape new approaches and activities.

Job Description

Terms

Job title: Archive Project Worker

Hours: 28 hours per week

Salary: £25,990 FTE (pro rata £20,792 per annum)

Location: Hybrid (Primary Location: Manchester Central Library)

Working hours: Flexible

Reports to: GMCDP Manager (supported by Archive Lead on day-to-day basis)

Contract type: Fixed term until October 2024, with the possibility of extension subject to funding

Deadline for applications: Sunday 3rd March 2024

Provisional interview dates: Week of Monday 11th March to 21st March (TBC)



Who is this post open to?

GMCDP is a disabled people's organisation which is 100% run and controlled by disabled people. This post is therefore open to disabled people only.

Who do you mean by disabled people?

We mean anyone facing disabling societal barriers in relation to their impairments or conditions. This includes physical impairments, mental distress or illness, hearing or visual impairments, learning impairments, D/deaf people, neurodivergent people, and those with chronic illness / long term health conditions.

Purpose of the job

To work with the DPA's Lead Development Worker and Access and Inclusion Worker to develop and promote our collection, support researchers to access our movement's history, and promote disability equality and co-production in the libraries, archives, and heritage world.

The post holder will be responsible, with their colleagues, for cataloguing our collection, consulting with partner organisations on the barriers disabled people face when accessing information and historical resources, support developing workshops for researchers and other professionals, and promoting the archive through public events and social media.

Please note at the beginning of the role, it will be necessary for the project worker's hours to overlap significantly with those of the Archive Lead (Monday-Thursday) to support the new starter's development and make them familiar with the collection. These hours will be reviewed by the GMCDP manager as the post progresses.

Main duties

- Developing an accessible and consistent catalogue of our collection alongside the Archive Lead; sorting documents and other materials by date, creator, and theme.
- Supporting the Archive Lead to identify material in the collection which requires repair or repackaging and working with our partners at Archives+ to ensure these repairs are carried out swiftly and efficiently.
- Supporting the Archive Lead to identify and assess sensitive and private material in our collection and treating this material appropriately.
- Helping researchers and other users to find material in our collection which interests them and providing access to this material online and in-person at Manchester Central Library.
- Creating and posting promotional material about our work on the DPA's website and building our social media presence.

- Supporting the Access and Inclusion Worker to transcribe and make access adaptations to our material – including generating subtitles and audio descriptions for videos, Plain English translations of text, and screen-reader accessible documents.
- Occasionally supporting the DPA team at conferences, workshops, and public events to raise the profile of our collection and challenge disablist practices and inaccessibility in the heritage sector.
- Assisting with current work of the DPA in advising partner archives and other organisations on the barriers to disabled people's inclusion in public history and supporting partners to introduce best practices for barrier removal.
- Supporting the Archive Lead on outreach activities where appropriate, attending and running meetings and events (very few of which may be during the evenings and weekends).
- In liaison with the Archive Lead, supporting our team of volunteers to develop their skills and feel ownership over the project.
- Working with colleagues and the DPA's Steering Group to develop our practices and policies and reporting regularly on project activities alongside other DPA staff.
- Supporting the Archive Lead and Steering Group to monitor and evaluate the project for our reports to funders.
- Upholding GDPR, National and International Copyright Law, and principles of equality and inclusion in all the DPA's activities.

Person Specification

Applicants are advised that the shortlisting for this post will be based upon a demonstrated ability to meet the items identified here on the person specification.

Please ensure that you clearly explain how you meet these requirements when making your application by using the numbering system below. Create a document with each number and answer how you meet these requirements.

CV's will not be considered.



Personal Values

Must display a genuine commitment to equality of opportunity, an understanding of the barriers to full participation in society experienced by disabled people, and of how these can be removed.

1. Knowledge

1.1 Knowledge of the social model of disability and the main barriers facing disabled people.

1.2 Understanding of wider equality issues and the importance of Equal Opportunities.

1.3 Understanding of the importance and limitations of confidentiality.

1.4 Knowledge of the Disabled People's Movement in Britain, and an understanding of its contribution to British society. **(Desirable)**

2. Skills

2.1 Proven ability to communicate and network with both groups and individuals in a variety of settings.

2.2 Ability to produce and present a variety of information in accessible and creative ways.

2.3 Good computer skills, including in Word, Outlook, and databases such as Excel.

2.4 Ability to work with and support disabled people to take part, lead and volunteer in project activities.

2.5 Ability to respectfully challenge inaccessible and exclusionary practices and to convince others of inclusive solutions to barriers in their services.

2.6 Able to plan and prioritise own workload in meeting the project's targets both in the long and short term.

2.7 Able to work on your own initiative and as part of a team.

3. Experience

3.1 Experience of organising and running/facilitating accessible meetings, events, workshops or other group activities.

3.2 Experience of managing large data sets and providing relevant information to the public on request.

3.3 Experience of networking, outreach and partnership building.

3.4 Experience of producing information resources in an accessible way, using a range of methods to make it available to as wide an audience as possible.

3.5 Experience of reporting to committees or steering groups and carrying out collective decisions (preferably in an activist group or non-governmental organization) (**Desirable**).

3.6 Experience of working, volunteering, or researching in an archival setting (**Desirable**)

4. General

4.1 Applicant must be a disabled person (self-definition).

4.2 Willingness to work flexibly, including very occasional evenings and weekend work.

4.3 Willingness to develop skills and undertake relevant training.

4.4 Willingness to learn about the disabled people's movement and why it is important that this is accessible to disabled people.

4.5 Willingness to undergo a Disclosure and Barring Service check.

How to apply

Complete an application form by making a document to clearly explain how you meet the requirements in the person specification. Do this by numbering your answers to match the numbers of each section. (Example, 1.1 – then your answer etc.)



Complete an equal opportunities monitoring form. This is optional and you do not have to answer all the questions if you don't feel comfortable to.

Email your completed forms to info@gmcdp.com by 12 noon on Sunday 3rd March 2024.

Please do not send a C.V. it will not be considered.

If you'd like an informal conversation about the role before applying, email ella@gmcdp.com.