

**Greater Manchester Coalition of Disabled People**

**Archive Lead Job 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. We advise you to address each numbered point individually.

**Personal Values**

Must display a genuine commitment to equality of opportunity and an understanding of the barriers to full participation in society experienced by disabled people - and 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 the importance and limitations of confidentiality.

1.3 Knowledge of national standards for the preservation and storage of collections

1.4 An understanding of archive theory

1.5 An understanding of the causes of damage to documents and how to avoid these

**2. Skills**

2.1 Team leadership and collaborative working skills

2.2 Project management skills, including planning, prioritising and organising work to achieve objectives on time

2.3 Meticulous attention to detail, and an over-riding concern for the long-term preservation of the documents

2.4 Ability to establish a constructive rapport with organisations, staff and stakeholders

2.5 Multi-tasking and self-organisational skills

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

**3. Experience.**

3.1 Experience of collection management and cataloguing of records.

3.2 Experience of working with a wide range of records**.**

3.3 Experience of leading a team, including setting clear objectives to manage performance

3.4 Experience of maintaining records/monitoring for project management purposes

3.5 Experience of standard Microsoft ICT packages including Word, Excel and PowerPoint

3.6 Experience of carrying out archivist role and tasks

3.7 Experience of assembling, cataloguing, preserving and managing valuable collections of historical information

3.8 Experience of work in an archive and demonstrable knowledge and experience of working to international standards in cataloguing and collections care.

**4. General**

4.1 Must be a disabled person (self-definition).

4.2 Willingness to work flexibly, including occasional evenings and weekends.

4.3 Willingness to develop skills and undertake relevant training.

4.4 Willingness to learn about the disabled people’s movement

4.5 Willingness to undergo a Disclosure and Barring Service check if required.