



## **Project Archivist**

**The Honourable Society of the Middle Temple – City of London**

**3 month fixed term contract. Possibility of extension**

**£23,500 pro rata plus excellent benefits**

### *The Inn*

The historic Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women, who have completed the necessary academic qualifications, to the Bar of England and Wales. This entitles them, after a period of pupillage (vocational training) to practise as Barristers. As well as calling men and women to the bar, Middle Temple is a members' organisation for barristers and provides them with various services and resources. One of these is Middle Temple's Archive which contains records from 1501 to the present in a variety of formats including volumes, loose papers, plans and maps, illustrations, photographs, cine film and electronic records.

### *The role*

We are looking for a temporary Archivist to assist with cataloguing. Recently qualified Archivists are welcome to apply

### *Requirements*

The successful candidate will have:

- An honours degree in a relevant subject and a post-graduate qualification in Archives
- Experience of cataloguing using CALM archival database
- Familiarity with post-1500 palaeography
- Sound knowledge of English history
- Excellent interpersonal, written and verbal communication skills

For further details on the requirements of and for the role please see the attached job description.

### *How to apply*

If you wish to apply please send your CV and a covering letter explaining why you wish to work for Middle Temple and in this role in particular to [recruitment@middletemple.org.uk](mailto:recruitment@middletemple.org.uk). The closing date for applications is **11 October 2015**.

Middle Temple is an Equal Opportunities employer.

## **JOB DESCRIPTION**

<b>Job Title:</b>	Project Archivist
<b>Department:</b>	Archive
<b>Reporting to:</b>	Archivist
<b>Responsible for:</b>	No direct reports
<b>Location:</b>	Archive Department, London EC4Y 9BT
<b>Tenure:</b>	3 month fixed term contract. Possibility of extension.
<b>Hours:</b>	40 hours a week
<b>Salary:</b>	£23,500 pro rata
<b>Job Purpose:</b>	To assist the Assistant Archivist and Archivist with cataloguing.

### **About the Middle Temple**

The Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women to the Bar i.e. to admit those who have fulfilled the necessary qualifications to the degree of Barrister-at-Law, which entitles them, after a period of pupillage (vocational training), to practice as Barristers. It also manages a large commercial estate within the City of London from which barristers practice. Other facilities of the Inn include an Elizabethan dining hall, meeting rooms, a renowned legal library, a large garden and the historic Temple Church.

The Under Treasurer is the Inn's Chief Executive Officer, with overall responsibility for the management and delivery of all the Inn's activities, who is supported by a full-time staff of 90 including a senior management team responsible for the following areas: Finance, Education, Estates, Events, Library, Archive and IT.

### **About the Archive Department**

The Middle Temple archive consists of records from 1501 to the present in a variety of formats including volumes, loose papers, plans and maps, illustrations, photographs, cine film and electronic records. As well as maintaining these records, the department also provides assistance to scholars in the fields of history, law and legal education, literature, music, drama, and architecture.

### Responsibilities:

1. To create catalogue descriptions and, where appropriate, to add authority records for personal names, organisations and places.
  
2. To carry out general archival duties as required including, but not limited to, the storage and retrieval of records, answering enquiries, records management, office administration, scanning and copying and assistance with displays and exhibitions.

### PERSON SPECIFICATION

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<p>Degree in a relevant subject</p> <p>Post-graduate qualification in Archives. Recently qualified Archivists are welcome to apply.</p>	
<b>Background /Experience</b>	<p>Experience of cataloguing using CALM archival database</p> <p>Sound knowledge of English history</p> <p>Familiarity with post-1500 paleography</p>	<p>Experience of working for a heritage/historical organisation</p> <p>Experience of working with senior stakeholders</p>
<b>Skills</b>	<p>Excellent written and verbal communication skills</p> <p>Strong interpersonal and team-working skills</p> <p>Proficient in using Word and Excel</p>	<p>Basic knowledge of Latin</p> <p>Working at heights training</p> <p>Manual handling training</p>
<b>Personal Qualities</b>	<p>Highly motivated, with a positive attitude</p> <p>An ability to work effectively with colleagues and stakeholders at all levels as well as an ability to work independently using own initiative and judgment</p> <p>Strong analytical skills with an ability to develop well thought out and imaginative solutions to complex problems</p>	



	High level of accuracy with a meticulous attention to detail  Highly organised with an ability to plan and manage workload and meet project deadlines	
--	---	--

### **Important**

This job description reflects the current situation. It does not preclude change or development that might be required in the future. The list of duties is not exhaustive. The position of a duty on the list is not necessarily indicative of its importance.

### **I have read and agreed this job description:**

NAME (PRINT): .....

SIGNATURE: .....

LINE MANAGER (PRINT): .....

LINE MANAGER SIGNATURE: .....