

ARCHIVE SERVICE ACCREDITATION ASSESSOR

Recruitment is now open for **two vacancies** as SCA **Archive Service Accreditation Assessors**. Assessors play a fundamental part in the Accreditation process, reviewing applications, making site visits when necessary, and advising the Accreditation Committee on outcomes and awards. This is a fantastic opportunity to contribute to a major UK archives programme, getting an overview of archive services of all types and sizes, across Scotland. It is also a great way to contribute to the archives profession and to build your own CPD.

The archives sector has taken an immense step forward with the creation of the Archive Service Accreditation standard. Now in its sixth year, it has shown that right across the sector and among all the home nations there is a strong desire for service improvement. The accreditation process provides the tool for the job. It focuses attention and effort on development and improvement within the applicant services (and, indeed, within those services not yet ready to make an application).

Assessments in Scotland are undertaken by an assessor from both the assessor bodies: SCA and National Records of Scotland.

To be appointed to the role you should be able to explain how this appointment will support both your own professional development and the programme's future. All Assessors must satisfy the role criteria, that they:

- are an experienced archivist currently employed in a service, recently retired (within the last 3 years) or working as consultants in the sector. Conservators and records managers working in archive services or related fields are very welcome to apply
- are of high standing and respected by their peers
- are able to demonstrate sound and balanced judgement

We would welcome applications from people with expertise in identified skills gap areas, including analogue and digital preservation, audience development and working with diverse communities.

Archive Service Accreditation Assessors work in rotation, and the role will demand up to three to four full days each year, being made up of site visits, reviewing applications, preparing reports and, where appropriate, attending one Accreditation Panel meeting. Additional time should be anticipated for travel and an annual meeting of all UK-assessors.

There will be some initial training for the role, through a mentoring relationship and shadowing an assessment visit. Assessors may also be invited to attend publicity events for the programme, such as certificate presentations, but this is an optional extra duty. Successful applicants will be invited to attend a half-day meeting of all Scottish assessors on 16 March (12:30-16:00 in Edinburgh).

The role is voluntary, but travel costs and expenses will be covered where appropriate.

If you would like any further information about Archive Service Accreditation, please click [here](#), or if you would like any further information or to discuss the role of an assessor in advance of applying, please contact Robert Wright (r.wright@scottisharchives.org.uk).

Applicants are invited to submit a CV and a covering letter that considers the following questions:

- What do you feel is the purpose of the accreditation scheme?
- How can you contribute to the work of an Accreditation Assessor?

- Please describe how your experience to date will allow you to provide sound and balanced judgment on issues relating to organisational health, collections management and stakeholders and their experiences
- How would an appointment to the Accreditation Committee support you in your career?

Applications should be sent to r.wright@scottisharchives.org.uk Selection will be based on the applications only, with no likely interviews.

Applications close at **15:00 on Wednesday 26 February 2020.**

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