![Scottish Council on Archives logo]

INFORMATION PACK

YOUR SCOTTISH ARCHIVES **PROJECT MANAGER**
Scottish Council on Archives

Full-time, 35 hours pw. Two-year fixed term.
£32,968.00
Edinburgh/ working from home hybrid initially. Some travel involved.

Thank you for your interest in Scottish Council on Archives (SCA). Please find below information about working at SCA and a job description for the post of *Your Scottish Archives* Project Manager

To apply:

1. Please complete an application form, by downloading it from our website at:
   https://www.scottisharchives.org.uk/latest/your-scottish-archives-project-manager-post/
2. Then email your form to Rachel Talbot, r.talbot@scottisharchives.org.uk

The deadline is **Friday 4th February 2022 at 5.00pm**
Interviews will be held online between 14th and 25th February.

If you have any queries, please email r.wright@scottisharchives.org.uk

Scottish Council on Archives welcomes applications from all sections of the community and is an equal opportunities employer.

Please note that details supplied may be held in electronic and paper files for administrative purposes only during the recruitment process. We retain recruitment files for six months following the date of interview, after which they are disposed of appropriately.

Working for Scottish Council on Archives
The Scottish Council on Archives is an independent advocacy and development body for the archives and records management sector in Scotland. By working in partnership with a wide range of stakeholders, we strive to inspire the highest standards in collections management and service delivery.

You can find out more about our objectives, projects and ongoing activity at **www.scottisharchives.org.uk**. A copy of our current strategy can be downloaded **here** and our most recent Annual Review **here**.

Location
While SCA is usually based at General Register House on Princes Street, Edinburgh, all staff have been working from home since March 2020. We anticipate that we may be able to return to

our offices at some point in 2022 but a blended approach of on-site and at-home working may be necessary or preferable in the short to medium term.

Hours of work
The normal full time working week is one of 35 hours with an unpaid lunch break of one hour each day. These are usually worked from 0900-1700 Monday to Friday.

Annual leave
Annual leave entitlement for full-time employees is 25 working days plus 8 public holidays, rising to 30 days after 5 years' continuous service.

Pension
SCA employees will be automatically enrolled in the NEST Workplace Pension Scheme.

Note on working at SCA in the current Covid-19 pandemic
SCA is committed to staff's health and safety, and wellbeing. At the time of recruitment (January 2022), all SCA staff are currently working from home. Appropriate equipment is provided to staff to allow them to work from effectively, including a laptop or PC, as required.

We continue to monitor the official guidance from Scottish Government and the National Records of Scotland around Covid-19 and will put in place, and communicate to staff, appropriate and timely guidance and measures as the situation evolves.

ROLE DESCRIPTION

The Scottish Council on Archives (SCA) seeks applications from qualified and experienced archivists for an exciting new role as Manager of the *Your Scottish Archives* portal. *Your Scottish Archives* is a unique project to gather and make available worldwide, through a dynamic online portal, catalogue descriptions from archives across Scotland, including local authority, health, business and smaller organisations. The infrastructure for the project is being provided by SCA working in partnership with Jisc/Archives Hub.

The project manager's responsibilities will involve liaison with repositories and Archives Hub, support in terms of helping with cataloguing and preparing collections descriptions for export; training and mentoring of volunteers; and evaluation of project impact. The project manager will also be responsible for managing, developing and updating the *Your Scottish Archives* website.

Working closely with the SCA Director (Project Lead) and the Project Steering Group, the postholder will be expected to: contribute to innovative and creative ideas for developing and augmenting the new portal; work with a wide range of partners and stakeholders; research and source additional funding; report to the steering group and SCA board of trustees; and promote the portal on social media and other forms of communication.

Applicants will be expected to have sound knowledge and experience of using archival cataloguing software, such as CALM and AToM, as well as familiarity with archive cataloguing standards.

Key Responsibilities
- Identity external collections for adding to the new portal
- Prioritise collections for importing
- Proactively encourage and support archive services and other archive holders, including community groups, who wish to export data to the portal
- Work with archive services to ensure their exports meet the required standard for export
- Undertake outreach activities including talks, exhibitions and activities that promote the portal as required
- Respond to internal and external enquiries relating to the records by writing, phone, email and in person following agreed policies and procedures
- Manage, update and develop the *Your Scottish Archives* website
- Assist with sourcing new funding and partnership opportunities.
- Provide regular reports

Knowledge and Experience

- Project Management Experience
- A sound knowledge and experience of using archival cataloguing software such as CALM and AToM
- A sound knowledge and experience of using international archive descriptive standards

- Experience of working well and flexibly with people, especially in a small team
- Experience of promoting archives to a range of different users
- Working with a wide range of stakeholders
- Community engagement and outreach experience

Qualifications

• Hold a recognised post graduate qualification in Archives Administration

Skills

• Excellent communication and interpersonal skills
• Strong computer skills, including MS Office software and, ideally, WordPress
• Strong attention to detail
• Able to organise own workload and meet deadlines