



INFORMATION PACK

PROJECT MANAGER: COMMUNITY STORIES – COMMUNITY ARCHIVES Scottish Council on Archives

Full-time, 35 hours pw. Two-year fixed term.

£34,893.00

Edinburgh City Centre/Hybrid.

Minimum of two days a week working from SCA office in Edinburgh

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 Project Manager: Community Stories – Community Archives

To apply:

1. Please complete an application form, by downloading it [here](#).
2. Then email your form to Robert Wright, r.wright@scottisharchives.org.uk

The deadline is **Friday 22 March 2024, 13:00**

Interviews will be held online week commencing 1 April 2024.

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

SCA's office is located in HM General Register House, Princes Street, Edinburgh. The role of Project Manager: Community Stories – Community Archives will be based here for a minimum of two days (Mondays and Wednesdays) per week, with remote working permitted on other days.

Hours of work

The normal full-time working week is one of 35 hours with an unpaid lunch break of up to 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.

Other

Please note that the successful candidate will have to go through Baseline Personnel Security Standard (BPSS) screening – information on this process can be found [here](#).

ROLE DESCRIPTION:

QUALIFIED ARCHIVIST POSITION

PROJECT MANAGER – COMMUNITY STORIES – COMMUNITY ARCHIVES

The project manager will have responsibility for managing the [Community Stories - Community Archives](#) training and diversity project, reporting to the Scottish Council on Archives (SCA) Director, project lead. The project is supported by The National Lottery Heritage Fund.

Community Stories – Community Archives is an exciting new project that will support community/heritage groups around the country who need help managing or starting a local heritage archive. The project will also help groups engage widely within their communities to ensure that as many people from different backgrounds are involved. A key part of the job will be helping groups catalogue their collections using international standards and helping them export to the new Your Scottish Archives portal. The Your Scottish Archives portal is being developed by SCA to aggregate catalogue descriptions from collections across Scotland.

Working closely with the SCA Director and the project steering group, the project manager will be expected to: contribute to innovative and creative ideas for developing and enhancing the project; work with a wide range of partners and stakeholders; report to the steering group and SCA board of trustees; support the Your Scottish Archive project; and manage consultants and professionals contracted to deliver the diversity and training elements of the project.

Key Responsibilities

- Promote the project widely through SCA and partner networks
- Help community groups publish their catalogues in the new Your Scottish Archives portal
- Work with archivist consultants and community groups to ensure their collections meet the required cataloguing standard for export
- Co-ordinate venues, online sessions, etc. for training programme
- Help design the training and diversity programme with consultant archivists
- Respond to internal and external enquiries relating to the records
- Co-ordinate steering group meeting and manage papers and reports.

Knowledge and Experience

Essential

- A sound working knowledge and experience of archival processes and practices.
- Experience of archive management systems, e.g., Calm, AToM
- Experience of working with small community heritage groups with archival material
- Ability to travel across Scotland, when necessary

Desirable

- Experience of diversity and inclusion heritage projects
- Experience of promoting archives to a range of different users

Qualifications

Hold a recognised post graduate qualification in Archives Administration or demonstrate a minimum of five years' experience of working in an archive

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