



**SCOTTISH
COUNCIL ON
ARCHIVES**



CONSULTANT ARCHIVISTS- *COMMUNITY STORIES- COMMUNITY ARCHIVES*

July 2024-December 2025 (approx.)

Approx 40 days at £300 per day (VAT included) + reasonable expenses.

Total fee (excl. reasonable expenses) = £12000.00

Deadline for applications: 21st June 2024

The Scottish Council on Archives (SCA) wishes to appoint **two** qualified archivists on a consultancy basis to work with us on a NLHF-funded project called **Community Stories – Community Archives**.

The project is supported by The National Lottery Heritage Fund.

The hours/days worked can be flexible. Travel around Scotland will be involved so the post is more likely to attract candidates based in Scotland. To express an interest in the role, please email Grania Diver, g.diver@scottisharchives.org.uk with a current CV and covering letter explaining your suitability for the role. Alternatively, if you would like an informal chat, please contact Grania as soon as possible.

The role will involve:

- Providing one-to-one online and in-person training on cataloguing, sharing and engagement for community groups with archival material. Initially working with existing community partners and groups, the programme will also engage with groups from diverse communities
- Delivering in-person and online workshops (Glasgow, Edinburgh, Aberdeen) on first steps in creating and managing a community archive, covering issues such as file management, storage, basic preservation, copyright, digital issues, and getting online
- Helping to establish a pilot peer support network so that representatives of community groups who have undergone training and/or are experienced can help other groups with their archival material.

BACKGROUND

COMMUNITY STORIES – COMMUNITY ARCHIVES

Community Stories - Community Archives is a training and diversity project which supports local heritage. The project is supported by The National Lottery Heritage Fund, and will have three elements:

1. Training workshops: We will coordinate a series of in-person and online workshops to train community groups in basic archival practice. These workshops will cover topics such as cataloguing, digitisation, oral history collection, copyright, environmental issues, storage, and preservation. In-person workshops will be held at locations around Scotland. We will also use MS Teams to help as many people as possible to get involved and benefit from the training.

2. One-to-one cataloguing training: We will offer bespoke one-to-one training from professional archivists in starting or managing an archive collection to a limited number of groups who express an interest. Topics covered will include how to structure a catalogue, where to create and publish your catalogue, and writing catalogue descriptions. Participants will be encouraged and supported through appropriate skills training to have their catalogue descriptions added to SCA's new Your Scottish Archives portal at no cost. We will commission professional archivists to work alongside SCA's qualified staff to develop and deliver the training.

3. Diversity and inclusive practice training: We will help established groups to think how they can make their archives more inclusive. This could include reaching out to ethnic, LGBTQ+ or other minority groups in their local community to contribute stories and material to the archive or to volunteer in maintaining and growing the archive. Guidance and support will be provided by the West of Scotland Regional Equality Council (WSREC), and the Diverse Heritage team at the Scottish Civic Trust and other equality experts. We will reach out to the networks of these organisations and through our own stakeholders to get involved in the project.

The Community Stories –Community Archives project addresses the reality that archives held by community groups are at risk without professional intervention and support. The project also recognises that Scotland's history belongs to everyone. We want to help heritage groups be more inclusive in how they operate by asking them to think about how they can involve people from different and diverse backgrounds. The project builds on SCA's recent and impressive track record in supporting community groups. The project will generate case studies and resources that will be published online for existing and future groups. If our application is successful, the NLHF grant will be used to employ one full-time project manager, two professional archivists to deliver training, other professional fees for inclusion and diversity training, and venue, travel, expenses and FCR costs.