

Job Description

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| Job title: | BCS Archivist (part-time) |
| Reports to: | Head of Education and Executive Office |
| Accountable to: | Chair of Heritage Committee |
| Grade: | F grade (40-45k pro-rata) depending on experience |
| Hours: | 2 days pw (worked on a Tuesday, Wednesday or Thursday) in house |
| Contract: | 2 years |

The British Cardiovascular Society (BCS) is the oldest cardiovascular society in the world and the national society for all UK cardiologists. Starting out in 1922 as a small group of government-appointed physicians interested in heart disease, the Cardiac Club has grown and adapted to represent all those working in cardiovascular care and research. Our heritage collections provide a unique insight into British Cardiology and the way it has shaped the development of cardiovascular medicine across the world. The museum, archive and library collections are housed in the Society's offices at 9 Fitzroy Square, London. Exhibited over several floors, the main rooms are named after pioneers of British cardiology: James Mackenzie, Thomas Lewis and Paul Wood. The collection conveys the history of the Society and specialty.

Working closely with the Chair of the Heritage Committee, the Archivist will support the work of the Heritage Committee, provide support and advice to manage the collections of the British Cardiovascular Society.

Main Responsibilities

- To manage the collections, in conjunction with the Heritage Committee Chair
- To organise materials according to archival principles
- To maintain and develop the accessions register
- To revise and develop archive policies on acquisitions, access etc. in line with international standards
- To monitor and assess the preservation needs of collections and repackage archival material as appropriate
- To ensure the physical and digital preservation of records, including storage, conservation and preservation (pending approval of funding *some conservation & preservation can be done cheaply without the need for funding*)
- To promote the archives collections by preparing exhibitions, leaflets etc. and participating in occasional events such as London Open House
- To recruit and manage occasional volunteers
- To run the archives' enquiry service, handling requests received by telephone, e-mail and post and supervising/ invigilating in person visitors
- Create and maintain documentation related to archival holdings and reporting on archive activities to the Heritage Committee as required

- Manage the transfer of archives/archival material from storage as required
- Prepare bids for archival grants and develop other fundraising initiatives
- Familiarity with library organization/ classification
- To support the Heritage Committee with identification, evaluation and selection of materials for inclusion in the archive
- To establish and develop contact with other medical museums and archives to help and promote research and education
- To order archival supplies as needed
- Liaise with the Society's finance department regarding budgets, income etc.
- Communicate with donors and institutions on acquisitions, borrowing and lending
- Collaborate with the Executive Office on matters related to records management and archive retention policies.
- Facilitate access for researchers, clinicians and members of the public
- Member of the Heritage Committee

The postholder will at all times aim to embed our key values and behaviours – Honesty- Excellence- Ambition – Respect- Teamwork in all aspects of their day-to-day work in the role.

Person Specification

| Knowledge, qualifications and experience | Application | Interview |
|---|--|--|
| <p><i>Essential</i></p> <ul style="list-style-type: none"> • A relevant professional qualification such as an ARA Postgraduate Diploma • Minimum 2 years of working in an archives environment • Experience of cataloguing records and related materials • Knowledge of archive standards including ISAD(G) and SPECTRUM • Knowledge of copyright and data protection legislation relevant to archives | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |
| <p><i>Essential</i></p> <ul style="list-style-type: none"> • A relevant professional qualification such as an ARA Postgraduate Diploma • Minimum 2 years of working in an archives environment | <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> |
| <p><i>Desirable</i></p> <ul style="list-style-type: none"> • Master's Degree in Archival studies/records management or equivalent • Experience of working for a membership organisation • Experience of managing archives volunteers • Experience of handling archives enquiries and supervising researchers • Experience of setting up/managing online catalogues | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p></p> <p></p> <p></p> <p>✓</p> <p></p> |
| Skills and abilities | | |
| <p><i>Essential</i></p> <ul style="list-style-type: none"> • Ability to conduct research, analyse information and present information in a clear and concise manner, with a high level of attention to detail • Ability to engage credibly and with authority with the professional community and with senior colleagues • Ability to engage productively with committees to achieve desired outcomes • Highly developed IT digital skills, including proficiency in all Microsoft Office packages and in using digital communication tools | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> | <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> |

| Skills and abilities cont. | | |
|--|---|---|
| • Strong analytical skills and an innovative approach to problem-solving | ✓ | ✓ |
| • Confident interpersonal skills | ✓ | ✓ |
| • Comfortable working in a small organisation | ✓ | ✓ |
| • Self-motivated and happy to work alone | ✓ | ✓ |