

Paid Intern – Trainee Archivist

Reporting to: Archivist & CEO

Liaison with: All members of staff

Contract period: 6 months

Remuneration and training: £10.55 per hour

Usual working hours: 9.30am – 5.30pm, 1 day per week

Location: West London

Introduction

British Exploring Society is a world class youth development charity with a unique heritage, founded on the belief that challenging experiences can define lives, empowering and equipping young people with the courage, integrity, skills, resilience and motivation to make the most of their future.

We prepare young people for expeditions to remote locations where they face challenges, acquire outdoor skills and learn about themselves - as well as undertaking projects with content relevant to their lives and to the fragile environments that they explore.

The results are transformative – not just in terms of practical skills and resilience, but in a new-found confidence and self-belief which they carry forward to their future life.

More than this, through their adventure together, our young people forge friendships for life and become part of a unique supportive and continuing community of explorers with shared experiences, values and perspectives on the world.

Job purpose

To provide a budding Archivist with a training opportunity to work with the management of a functioning small archive. To provide support for the mission and vision of a busy youth development charity delivering 8 expedition programmes across the globe for an increasingly diverse group of young people - alongside a committed, up-beat, good humoured and energetic office team.

Overview

This role has been kindly funded by the Aurelius Trust in order to provide a development opportunity for an individual considering a career as an archivist.

The Archive of British Exploring Society has some 40,000 digitised records covering the history and activities of the charity and its Members from its founding in 1932. There are many more records stored in 100+ Archive boxes, plus an increasing potential provision of already digitised recent expedition records to transfer to the archive. Those already in the archive are listed and controlled by a database running Modes 1.4 on PCs running Windows 10. The successful candidate will be provided with funded access to a Modes User Association 2-day training course in Derby (on their own time).

Job Description and key tasks

Using the Archives Policy as a starting point, British Exploring Society wishes the candidate specifically to; Acting as the main point of contact for the smooth and efficient running of the London office;

- Assist the current volunteer archivists in improving the accessibility of the archive by making it easier for users to discover readily what is already available. This might include suggesting indexing and cross referencing improvements, or working with other British Exploring Society team members to consider ways to highlight key areas of the collection;
- Address the issue of how to select items for digitisation from the considerable stock of non-digitised items in the archive and proceed to digitise from stock using a documented, systematic approach which can be continued after the cessation of the role;
- With external advice, the archivists and CEO, consider how best to tackle the challenges implicit in the long-term management of an Archive in a space struggling to hold its material records;
- Consider options for devolving, lending or sub-contracting some or all of the Archive function;
- Prepare by on-going agreement intermediate and final reports/recommendations to the CEO.

Skills/Experience

Essential

- Educated to Degree Level.
- Demonstrable evidence of excellent written and verbal communication skills
- High levels of accuracy and attention to detail
- Ability to develop good working relationships with diverse groups of people
- Ability to self-manage, self-motivate and to prioritise work without supervision
- Capacity to think strategically and problem-solve
- Some experience of Microsoft programs
- An interest in youth development, exploration history or geography is highly desirable, as is empathy with the charitable aims of the organisation

This appointment is dependent on the receipt of a references, evidence of qualifications and a satisfactory Enhanced DBS check which will be sourced at British Exploring Society's expense.

What happens next?

Please send your CV and cover letter of no more than 2 sides of A4 explaining your suitability for and interest in the role of Trainee Archivist with British Exploring Society to:

Honor Wilson-Fletcher,
London SW7 2AR or
email Honor@britishexploring.org

Shortlisted candidates will be invited for interview.



**FIND
YOUR
FIRE**

In your application please let us know if you have any accessibility requirements, or if you need us to make any adjustments to the interview process. Thank you.

Closing date and time for receipt of applications is at 1700 hrs on Monday 14 October 2019.

We will be conducting interviews on Tuesday 22 October 2019 in London, at the charity's London offices.

We regret that only shortlisted applicants will be contacted.