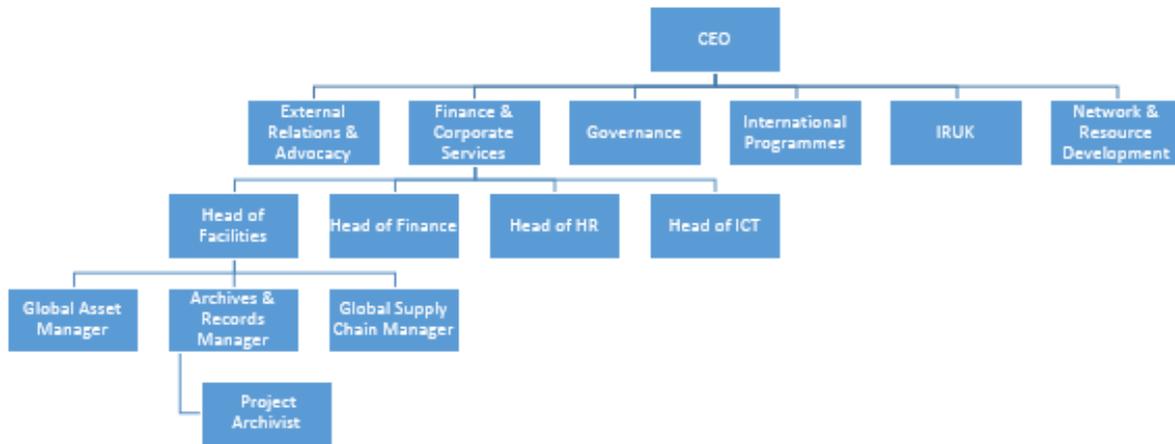


# Islamic Relief Worldwide

Project Archivist (2 year fixed term)

<b>BASE LOCATION:</b>	Birmingham, UK
<b>REPORTING TO:</b>	Archives & Records Manager
<b>LINE MANAGEMENT RESPONSIBILITIES:</b>	Volunteers and interns assigned to programme tasks.
<b>PURPOSE OF DIVISION:</b>	<p>The Finance and Corporate Services Division provides accurate and punctual financial management, reports and forecasts on the organisation’s income and expenditure. The division empowers and builds the capacity of the field offices and Partners to manage funds effectively and efficiently, meeting international standards and the standards of the IR donor agencies. This is achieved through both organisational and individual learning, and through an organisation-wide system of development and deployment.</p> <p>In addition, this division maximises economies of scale by developing and maintaining strategic procurement, logistics and asset and facilities’ management functions. It ensures compliance to any legislative requirements, and it provides strategic and day-to-day legal advice to the organisation.</p>
<b>JOB PURPOSE</b>	<ul style="list-style-type: none"> <li>• To lead on the protection and preservation of IR’s documented institutional memory including managing the transfer of physical archives and records to a new storage facility.</li> <li>• To lead on facilitating access to IRs archives in order to support organisational / sector learning, research and promotion.</li> <li>• To develop innovative means to further document, capture and disseminate IR knowledge such as oral history.</li> <li>• To provide information governance support when required in areas such as records management, data protection and transparency.</li> </ul>

## Organisational Structure



## KEY WORKING RELATIONSHIPS

- Advising the global IR family across organisational levels (including field and partner offices) on matters relating to the storage, preservation and use of IR archives.
- Engaging with IR departments working on knowledge management initiatives.
- Engaging with institutions and networks established within the NGO, academic and archives and records management communities.
- Managing volunteers and interns, and co-ordinating the work of external contractors and suppliers assigned to programme tasks.

## SCOPE AND AUTHORITY

### Scope of the Role:

Reporting to the Archives and Records Manager, the Project Archivist will be the custodian of the global IR archive with responsibility for its day-to-day management and developing its potential as a unique knowledge resource. The Project Archivist will develop and implement interconnected projects to ensure IR archives are protected, preserved and made accessible.

### Responsibility of Resources:

- Managing and co-ordinating the work of human resources (volunteers, interns, contractors etc.) assigned to programme tasks.
- Managing the budget line assigned to archive projects.
- Ensuring dedicated storage areas and related equipment are maintained.

## KEY ACCOUNTABILITIES

## **1) Custodian of the Global IR Archive.**

To lead on the protection and preservation of IRs documented institutional memory:

- Develop and implement a project to identify and transfer archives and records to a new storage facility. This includes setting up quality controls to ensure the transfer of information is carried out in a safe, secure and accurate manner.
- Develop and implement global storage and preservation plans for archives including disaster recovery and digital preservation.
- Carry out inspections and assessments of archive storage provisions to ensure that risks are identified and managed.
- Liaise with IR family members across organisational levels on the identification and transfer of materials of permanent value to the global archive.
- Provide strategic options / recommendations to the Board on the long term development and care of the archive collection.
- Identify and maintain data protection, confidentiality, copyright and intellectual property requirements when handling, using and reproducing archives.
- Manage and co-ordinate the work of human resources (volunteers, interns, contractors etc.) assigned to programme tasks including supervision, coaching and training where required.

## **2) Knowledge Sharing / Learning Based Organisation**

To lead on facilitating access to IRs archives in order to significantly contribute to strategic knowledge management including organisational / sector learning, research and promotion.

- Develop and implement a project to appraise, organise, catalogue and package IR archives to recognised professional standards. This includes setting up quality controls to ensure the processing is carried out efficiently and in accordance with project timeframes and standards set.
- Make high quality finding aids available to a global audience.
- Deal with research enquiries and other related requests from internal and external users.
- Promote IR's values and work by raising awareness of its archives and history through various means such as outreach activities, online technologies (website, blogs etc.) and presentations to visiting supporters and VIPs.
- Proactively identify the knowledge, learning, research and business development potential of the archives, for example, identify resources to support research projects and marketing and advocacy campaigns.
- Develop and implement innovative means to further document, capture and disseminate IR knowledge such as oral history and digitisation programmes.

## **3) Information Governance**

To provide information governance support when required.

- Apply information governance policies and standards to a large volume of information previously transferred to the archives including the application of retention and disposal policies and procedures.
- Routine information governance advice and services such as non-current records access / retrieval requests.
- Ensure the highest level of confidentiality when handling confidential information.
- Help the global IR family keep up to date in changes in the internal / external information management/governance environment to ensure that plans, policies and standards remain fit for purpose and opportunities for development are identified.
- Carry out other work in connection with information governance planning as required such as electronic records management and GDPR.
- Represent the archives and records management team positively at internal / external meetings and events.

## PERSON SPECIFICATION

### Essential

- Postgraduate qualification in archives management.
- Experience of cataloguing archives using recognised standards.
- Experience of managing archive projects.
- Experience of working with audio-visual materials.
- Excellent planning and organisation.
- Self-motivated with experience of working with minimum supervision.
- Excellent communication skills (written & oral).
- Ability to research and absorb information effectively and produce reports.
- Understands importance of maintaining strict confidentiality.
- Interest in history and the work of IR.
- Committed to IRs values.
- Committed to personal development.

### Desirable

- Experience of working with born-digital archives.
- Experience of oral history.
- Arabic and / or French.

Signed by: \_\_\_\_\_ (Direct Line Manager)

Signed by: \_\_\_\_\_ (Divisional Director)