



# CULTURE, HERITAGE & ARTS ASSEMBLY.

ARGYLL & ISLES



## JOB DESCRIPTION

<b>JOB TITLE:</b>	Archive Assistant Trainee (Argyll Aspires)
<b>LINE MANAGER:</b>	The Archivist (The Argyll Papers, Inveraray Castle)
<b>SALARY:</b>	£27,575 pro rata
<b>DURATION:</b>	Fourteen Months, Part-Time (3 days weekly, 0.6 FTE)

## SUMMARY OF POSITION

This is an opportunity to be part of an exciting project partnership between the Culture Heritage and Arts Assembly, Argyll and Isles (CHARTS) and The Argyll Papers at Inveraray Castle. This partnership project, known as Argyll Aspires, is funded by the National Lottery Heritage Fund. Argyll Aspires offers young people throughout Argyll the chance to build skills and develop careers in the heritage sector. There will be one Modern Apprenticeship at Auchindrain Historic Township, another at Dunollie Museum Castle & Grounds, and an Archival Traineeship with The Argyll Papers, Inveraray Castle.

The Argyll Papers at Inveraray Castle are the archives of the earls and dukes of Argyll from the 14<sup>th</sup> century to the current day. The archives are preserved and made available to support Inveraray Castle as a tourist destination, to support the wider work of Argyll Estates and to support researchers.

You will join a small friendly team of staff and volunteers and work with the Friends of the Argyll Papers, an international group of supporters of the archive. You will be working towards Foundation level membership of the Archives and Records Association and will have the opportunity to achieve modules towards the Archival Studies PG Cert with the Centre for Archive and Information Studies (CAIS) at the University of Dundee. These opportunities will provide you with knowledge, professional experience, and the confidence to obtain future employment in the Archive Sector if you choose to, or transferable skills that will be valuable in many other careers.

### **BENEFITS & TRAINING**

- Training and practical experience of a broad range of professional archive skills, with mentoring and support from the Archivist.
- Opportunity to achieve external professional qualifications through CAIS modules, with module fees paid.
- Opportunity to engage with broader archive sector networking and training opportunities, with support for fees and travel where appropriate.

On completion of this traineeship, you should be in a position to apply for Foundation level membership of the Archives and Records Association, see [Foundation Member - ARA Professional Registration Programme \(smapply.io\)](#) Work-based training for this qualification will be provided by the Archivist, volunteers, or other Argyll Estates staff.

The trainee will also be offered the opportunity to undertake distance-learning modules with CAIS at the University of Dundee which directly contribute towards the Archival Studies PG Cert, see [Archive and records management module catalogue | University of Dundee](#)

You are invited to contact the Archivist to find out more about the Argyll Papers, Argyll Estates and/or about this particular role. Email Alison at: [archives@inveraray-castle.com](mailto:archives@inveraray-castle.com) or tel: 07943 667673.

## **OVERVIEW OF RESPONSIBILITIES**

The tasks and responsibilities below constitute an overview and not an exhaustive list. Workload and priorities are ultimately determined by project development.

Professional tasks:

- To assist the Archivist by providing archive material for consultation, supervising its use and supporting volunteers and researchers in using it.
- To answer enquiries about archive material and services.
- To assist the Archivist with collection care tasks such as item acquisition and retrieval; basic conservation care such as cleaning and repackaging; environmental monitoring; cataloguing; and digitisation processes e.g. scanning original archives.
- To assist the Archivist with research for and creation of displays and exhibitions and events for internal and external audiences.
- To collaborate with Inveraray Castle, Argyll Estates and external organisations as required.
- To provide face to face customer service support.

General duties:

- Undertaking any other duties which are consistent with the general level of responsibility of this role, with appropriate training supplied.
- Complying with all Argyll Estates and Argyll Papers policies and procedures, including health and safety, and legal requirements.
- To understand and comply with procedures and legislation relating to confidentiality.

## **RELATIONSHIPS**

- Build and nurture effective working relationships
- Proactive attitude to seek new knowledge, identify and seize upon learning opportunities
- Collaborate with other staff and volunteers to support and assist with day-to-day operations
- Work fairly and with integrity and adapt style to different people, cultures and situations

## **WORK LOCATION**

The Argyll Papers is located in Cherry Park, alongside the Argyll Estates Office in the grounds of Inveraray Castle (PA32 8XE). This is a part-time 0.6 FTE post and the successful candidate will be expected to study for the CAIS modules in their own time, with support from the Archivist as required. This schedule may need to be flexible to fit with work priorities or external training opportunities.

## **OTHER INFORMATION**

Please see

Your Salary: [Salary Recommendations from our Pay Review Group — Archives & Records Association](#)

About CHARTS: <https://www.chartsargyllandisles.org/about/>

CHARTS Facebook: <https://www.facebook.com/CHARTSArgyllandIsles/>

About The Argyll Papers: <https://www.inveraray-castle.com/estate/argyll-papers>

About the Friends of the Argyll Papers: [www.friendsoftheargyllpapers.org.uk/](http://www.friendsoftheargyllpapers.org.uk/)

The Argyll Papers online catalogue: [www.argyll-papers.com](http://www.argyll-papers.com)

About Inveraray Castle: [www.inveraray-castle.com](http://www.inveraray-castle.com)

Centre for Archive and Information Studies at the University of Dundee: [Centre for Archive and Information Studies | University of Dundee](#)

Archives and Records Association Continuing Professional Development Programme: [ARA Professional Development & Registration Programme — Archives & Records Association](#)

Your Rights: <https://young.scot/get-informed/national/your-rights-as-an-apprentice>

## PERSON SPECIFICATION

### EDUCATION

#### Essential:

- There are no essential education requirements for this role. You are invited to tell us how you feel you are suited to it.

#### Preferred:

- Appropriate literacy and numeracy qualifications

### EXPERIENCE AND SKILLS

#### Essential

We are looking for someone who:

- Has an understanding, awareness or experience of archives
- Can demonstrate an interest in history
- Can successfully undertake remote learning modules
- Is respectful and courteous to other people
- Has a positive and enthusiastic attitude
- Is reliable and committed to the role
- Works well with other people as part of a team
- Can follow instructions and complete tasks set to deadlines
- Can work using their initiative
- Has an eye for detail, is well organised and has high standards
- Is adaptable and can adjust priorities as required
- Can work confidentially and mindfully

#### Desirable

We are looking for someone who:

- Has knowledge of Argyll and the Islands
- Has a current driving licence

### HOW YOU WORK

How people go about their work day-to-day is also important to us. Staff must demonstrate the following skills areas at an appropriate level:

- Works well both independently and collaboratively within a team
- Communicates with impact
- Respects inclusion and works with integrity
- Drives for results
- Shows imagination and creativity