

Post	Archivist
Responsible to	Head of ICT
Team	ICT Team
Group	Finance & Corporate Services
Proposed grade	E
Contract	Permanent
Hours	Part time (21 hours a week)

The organisation you'll be joining

Jesus spent much of his time with people at the edges, and that's where we want to be too. Church Mission Society invites people at the edges of church, the edges of society and the edges of our comfort zones to follow Jesus and play a part in his story. Come with us to the edges and discover God at work in ways you might not have expected.

Welcome to Church Mission Society, where we are passionate about God's mission and fired up to see more and more people become followers of Jesus. For over 200 years CMS has been at the forefront of global mission, living out the gospel of Jesus, seeing lives changed and communities transformed. Founded by William Wilberforce and other members of the Clapham Sect group of activists in 1799, CMS people are called by God to help bring change, hope and freedom, wherever they go.

Today CMS supports 150 mission partners and local partners who are working in more than 40 countries, where they are dedicated to serving local communities and transforming lives through the love of Jesus. From women's empowerment, micro farming initiatives and leadership training, to drug rehabilitation, theological training and pioneering in the arts, CMS is at the cutting edge of mission, displaying the love of Jesus to many people who might not have believed he was for them.

We've undertaken a prayerful review of our organisation, in order to discern our mission call for this generation. In the process we have rediscovered and been re-inspired by the pioneering spirit of our founders. If you join CMS today you will find an organisation that has been reinvigorated with a fresh vision to make disciples of Jesus among people at the edges, both in the UK and around the world.



Our culture

At CMS we work hard to ensure that every member of staff is valued, supported and encouraged to continually learn and develop their skills. We rely upon God's presence, wisdom and grace and therefore, prayer is central to everything we do.

Our vision

We long to see our world made new by the love of God as we follow Jesus to the edges.

Our purpose

We exist to make disciples of Jesus at the edges.

Our core values

Pioneering. Relational. Faithful. Evangelistic.

Your role

Since its foundation in 1799, CMS has been a significant actor in the history of Christian mission in the UK, and in the process has generated a huge body of archive material, which is of interest to many researchers around the world. The archivist shapes the ongoing development of the archives and is responsible for all aspects of the day-to-day management and administration to best practice standards. The role is to care for, develop and promote the archive records of CMS in the UK in such a way that they are available for all present and likely future needs of staff, members and supporters, overseas partner churches and members of the public with identified research interests. An important part of this is to manage the archiving of digital material in a sustainable way.

Your relationships

The role reports to the Head of ICT and is based in the Finance and Corporate Services Team.

Internal relationships: Support all departments with archives needs, especially Finance and Corporate services, Communications and Safeguarding.

External relationships: Birmingham University - Cadbury Research Library (where many of the CMS archives are held), Adam Matthews (who pay for the rights to publish various material), external individual users and researchers; storage contractor.



Your responsibilities

Manage existing collections

- Manage the storage of the non-public domain records at CMS House and external storage at Storage King. Be responsible for the physical care and maintenance of the records and artefacts deposited. Maintain appropriate loan systems and ensure the return of all items.
- Respond to enquirers, in line with data protection and archive retention policies:
 - o Researchers: Liaise with researchers interested in the archives or library; provide scans of requested archival material; supervise visitors to the archives
 - o CMS Staff: Liaise with members of the Communications Team about requirements for CMS publications and with the Finance and Safeguarding teams concerning historical matters. Undertake research as required.
 - o CMS People in Mission: Relate the history of CMS to present-day mission needs by supplying relevant information to UK-based staff and mission partners in training.
 - o Online archive access: Enable staff and students to access relevant online platforms for teaching and research via induction meetings and answer/redirect queries.
- Liaise with CMS staff teams to identify relevant archive material. Accept new documents generated within CMS and those donated by ex-missionaries and staff. Maintain / initiate appropriate retention schedules, indexes and catalogues for such records.
- Arrange for the disposal of records which are no longer of importance; at the same time ensuring that the present and historical value of the collection is unimpaired. E.g., old finance records.
- Allocate archives budget in consultation with line manager.

Manage the transfer of archives to public collections

- Transfer of material to the University of Birmingham in line with archive policy:
 - o Liaise with the Head of Special Collections at Birmingham University Library over the regular deposit of material to the CMS Archive collection there and other matters of mutual concern.
 - o With line manager, develop work plan to accelerate the deposit process and reduce backlog.
 - o Supervise and train volunteers where necessary, including delegating tasks as appropriate.
- Transfer to digital collections
 - o Liaise with Adam Matthew Digital and/or other commercial partners to manage the online archive presence and to increase the accessibility of the archives, particularly for institutions in the majority world where CMS has worked and about which CMS holds archival records.
 - o With line manager, develop commercial arrangements for the rights to future blocks of material to generate income for CMS
 - o Oversee the digitisation of archival material in support of these arrangements.



Curate native digital material

- Research options for the archiving of digital material created since 2000 which has not been printed out into physical form.
- With line manager and ICT team, develop strategy in this area.
- With support of ICT team, begin a digital archiving process.

Other

- Ensure the safety and security, and respect the rights, of all staff, partners and supporters:
 - Understand and follow CMS safeguarding policies.
 - Understand and follow security procedures for all public materials and content, to keep mission personnel and strategic partners safe. Ensure the confidentiality of supporters and that all data relating to them is maintained and processed in compliance with the General Data Protection Regulation (GDPR) and Privacy and Electronic Communications Regulations (PECR).
- Carry out any additional duties commensurate with the role as required by your line manager.



Person specification - Archivist

	Essential	Desirable
Qualifications	<ul style="list-style-type: none">• Graduate or equivalent professional qualification in archives administration, records management or related fields or equivalent experience	<ul style="list-style-type: none">• Further qualification in a relevant field
Experience	<ul style="list-style-type: none">• Proven relevant experience.• Experience with computerised systems for archive and records management	<ul style="list-style-type: none">• Experience in the charity sector• Experience in college / university setting
Skills and abilities	<ul style="list-style-type: none">• Good communications skills• Ability to initiate and maintain effective liaison with other teams• Strong organisational skills and the ability to work independently• Ability to balance the requirements of professional and administrative tasks• IT and keyboard skills	<ul style="list-style-type: none">• Working with volunteers
Knowledge and understanding	<ul style="list-style-type: none">• Awareness of the importance of accurate record keeping and time management	
Disposition	<ul style="list-style-type: none">• Innovative and team player• Honesty and integrity• Able to prioritise• Desire to learn new skills• Attention to details• Enthusiastic and with a drive to achieve	
Other	<ul style="list-style-type: none">• In and sympathy with the aims and values of CMS	<ul style="list-style-type: none">• Driving licence• Able to lift up to 20 kg and carry boxes of files and records



Terms and conditions

Archivist

Conditions, including but not limited to the below:

1. The appointment is subject to satisfactory references, safeguarding checks and a probationary period of six months.
2. **Salary:** The post is within Grade E of the CMS salary scales; starting at £18,192 (£30,320 FTE) with further salary advancement opportunity. Salaries are reviewed annually at the beginning of February.
3. **Expenses:** Expenses incurred in connection with work in accordance with established regulations will be paid.
4. **Pension:** There is a group personal pension scheme applicable to your employment and you are entitled to participate in this scheme subject to the rules of the scheme. You will be automatically enrolled into the scheme, however there is an opt-out option. The employer's contribution is 5 per cent while the employee's contribution is 3 per cent of the pensionable salary. In addition, CMS will match your additional contribution (over the min three per cent) up to an additional five per cent. The life insurance scheme provides a death in service benefit of four times the basic pay.

Those eligible for pension rights under the Clergy Pensions Measures administered by the Church of England Pensions Board may continue to qualify for those rights.

5. **Work base:** This is an office-based post and this will be your centre for the purpose of claiming travelling expenses if appropriate.
6. **Holiday entitlement:** Annual leave is 28 days pro rata, of which up to 3.5 pro rata are to be taken between Christmas and New Year, plus statutory bank holidays.
7. **Notice:** Two months' written notice on either side is required for the termination of the appointment after the probationary period.