Clare College

Person Specification

Job title: College Archivist    Department: Library and Archives

Essential

1. Degree level qualification and professional archival postgraduate qualification.

2. At least three years’ post-qualification experience of managing archives and providing archive enquiry services.

3. Experience of preserving, cataloguing, digitising, providing access to and interpretation of archive material from a wide range of periods.

4. An understanding of current legislation relevant to archives including copyright, data protection and Freedom of Information.

5. Excellent communication skills and ability to deal professionally and confidently with a range of people in all College Departments.

6. Ability to deal professionally and confidently with all internal and external enquiries to the Archives.

7. A flexible approach to work, with an ability to adapt and balance priorities between responding to enquiries and maintaining/developing the Archives.

8. Ability to work on own initiative as well as part of a small team.

9. Excellent IT skills.

10. Interest in the history of Clare College and the University of Cambridge.

11. Involvement in professional activities and development.

Desirable

1. Experience of managing an archive in a College environment.

2. Knowledge and experience of modern records management for print and electronic materials.

3. Palaeographical skills, and at least a basic knowledge of Latin.

September 2021