



Collections	Archives Assistant (participation)
Job Family	Culture & Heritage, Adults Directorate
Grade	SC5, Spinal Point 12
Competency level	Trainee
Date Prepared	
Salary	£32,535 pro rata plus pension; 0.6 FTE for 6 months
Term	Fixed Term, 6 months
Purpose	
<p>The Archives Assistant will work within a small departmental team based at the Waltham Forest Archives and Local Studies Library. You will contribute to the developmental phase of the NLHF-funded project Heritage in the Making, specifically on engagement and participation for the Archives. You will work with the Engagement Producer on the pilot to develop new programmes that will increase access to and participation in the Archives and Local Studies Library. The traineeship will provide an overview of the process of engagement and participation within the context of heritage setting, in particular archive and local studies collections. The traineeship will provide the practical skills to support ongoing qualifications, study and inform future career choices.</p>	
Generic Accountabilities	Learning Outcomes
Communicate effectively with internal and / or external customers/ service users. Act as point of contact for the team.	<p>Develop confidence in communicating with staff and the public in face to face, over the phone and email.</p> <p>Learn about and be part of creating a welcoming and inclusive work environment.</p> <p>Build knowledge and awareness of promoting a high quality visitor experience.</p>
Create documents, reports, correspondence etc. from the information provided, using standard formats and software.	<p>Develop knowledge and skills in range of office software packages, filing systems</p> <p>Learn to plan work load, collate information and share accurate information.</p>
Co-operate with and support colleagues.	Build team working skills.
Carry out all duties and responsibilities with reasonable care for the health and safety of self and others and report any potential hazards or unsafe practices to line manager.	Develop knowledge and awareness of health and safety in the workplace, how to identify and prevent injury in the workplace.



Act in accordance with all policies and procedures which apply to the job and understand the reasons for this.	Develop a wider understanding of other organisational policies and practice that promotes a high quality working culture e.g equality and diversity, environmental, safeguarding etc.
Job Specific Accountabilities:	
Support the Engagement producer to plan and deliver schools sessions	Learn specific skills in digitization of collections and making them accessible online and about copyright. Practical skills in maintaining museum standards.
Support the Engagement Producer to plan and delivery schools and community sessions	You will learn the breadth of skills and knowledge in producing events and activities such as: <ul style="list-style-type: none"> • Timetabling • Risk assessment • Marketing • Communicating with a range of participants from all ages and backgrounds • Safeguarding policy and practice • Preparing resources and materials
Invigilate visiting researchers in Searchroom	You will learn the procedures for the safe handling and movement of collection items. You develop skills in providing assistance to visiting researchers and protocols for access and use of the archives and local studies library.
Contribute to data collection and evaluation	You will learn processes for collecting data and how this is used to measure impact
Additional introductory sessions on Archives Management	Learn from the Archives Manager about the history and purpose of the Archive and Local Studies Library
Additional introductory sessions at William Morris Gallery on wider gallery and museum duties	You will learn about the wider context of the Culture and Heritage Service, including preparing exhibitions, public events and activities and operations.
To respond to the climate emergency	You will learn about the importance of running a sustainable organisation and the measures the Gallery can take in monitoring and minimising its carbon footprint.
<p>Nature of Contacts Typically involves supporting internal staff Supporting the public and community groups Communicating with visitors confidently, sensitively, and diplomatically.</p>	
<p>Procedural Context You will be given a full orientation and induction session. You would be expected to act within guidelines and standard procedures. Your line manager will be the Vestry House Museum Gallery Curator who will support you in setting personal</p>	



learning and development goals, and will discuss and review progress offering feedback and advice throughout your contract.

This post demands a high level of flexibility, a positive attitude and ability to adapt to changes due to service needs.

Key Facts and Figures

Waltham Forest is a highly diverse outer London borough, the 82nd nationally most deprived out of 326 boroughs. The Culture and Heritage team is establishing and developing Waltham Forest as a thriving and inclusive destination for local people and visitors and sits within the strategic Stronger Communities Directorate of Place.

It is responsible for delivery of a range of assets including award-winning William Morris Gallery and Vestry House Museum, delivering high quality community led culture and events across the borough, contributing to Stronger Communities

Resourcing

Budget Responsibilities: Nil

Supervisory Responsibilities: Nil

Knowledge, Skills and Experience

- An interest in museums and galleries
- Able to work as part of a team as well as on your own
- Good overall knowledge of Microsoft office applications.
- Good organisational skills and the ability to prioritise workloads and achieve deadlines.
- Good verbal and written communication skills.

Numerate and accurate with attention to detail

Indicative Qualifications

English and Math Qualification

- Relevant NVQ Level 1 or 2 qualification

The above profile is intended to describe the general nature and level of work performed by employees in this role. It is not intended to be a detailed list of all duties and responsibilities which may be required. This role profile will be supplemented and further defined by annual objectives, which will be developed in conjunction with the post holder. It will be subject to regular review and the Council reserves the right to amend or add to the accountabilities listed.