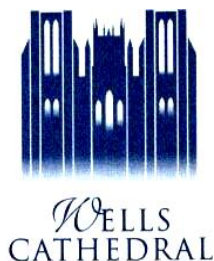


## Wells Cathedral - Archivist



### Background Information to the Post of Archivist

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#### Wells

Situated on the edge of the Mendip Hills in the County of Somerset, Wells is England's smallest city built around the beautiful Cathedral of Saint Andrew. Its picturesque surroundings include a quaint market square and high street, the Bishop's Palace and the magnificent Vicars Close, Europe's oldest continuously inhabited street.

#### The Cathedral

Wells Cathedral deservedly has gained an enviable reputation for its lovingly maintained Gothic architecture, its world class music, and its Ministry of Welcome to some three hundred thousand visitors each year as well as around one hundred and fifty thousand people who come to the Cathedral for services, concerts and lectures.

Underpinning the Cathedral is a diverse organisation whose responsibilities cover music, worship, education, heritage interpretation, outreach, library and archives, volunteer management, visitor services, trading companies, finance, administration, HR, virgers, maintenance and restoration. The Cathedral's income comes from three main sources: entry donations and other voluntary income; property and investments; and its commercial activities, currently a shop, catering business and holiday let.

More details may be found on the Cathedral's website: <http://www.wellscathedral.org.uk>

#### Outreach & Learning Department

This department covers all other mission related activities which have been brought together into an area called Outreach and Learning. Outreach means those activities that the Cathedral undertakes in reaching out to recipients and beneficiaries who naturally include its congregation and visitors but crucially extend to the wider community both in the historic county of Somerset, and nationally and internationally. These activities necessarily overlap, but are not limited to, the other area of work that is referred to as Learning, which includes activities in education, for example through work with schools and universities.

The department is headed by the Outreach & Learning Manager who works closely with the Chancellor, who on behalf of the Chapter, holds and articulates the strategic goals in the area of Outreach & Learning.

The staffing of this department includes a part-time Education Officer who works with schools and young people, as well as a part-time Librarian and this role of a part-time Archivist. The Librarian and Archivist together work with the historic collection of books and documents belonging to the Cathedral.

## Wells Cathedral - Archivist

### Application Process

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We hope you find this pack provides all the information you need in order to consider your application for this post. Informal enquiries may be made to Anne Crawford who is the current Archivist on Mondays and Wednesdays on 01749 674483.

Alternatively please contact Human Resources on 01749 685113 or email [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org)

### Applications

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Applications must be received by 2 August 2013. Application forms, with a covering letter no more than one side of A4 describing what attracts you to this role, your experience and how it relates to the opportunities and challenges presented by this position, should be returned to Human Resources, either by post care of the Diocesan Offices, The Old Deanery, Wells, BA5 2UG or by email to [recruitment@bathwells.anglican.org](mailto:recruitment@bathwells.anglican.org)

### Shortlisting

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Short listing will take place by 13 August 2013. To ensure the fairness of the selection process, shortlisting will be based upon the information which you provide in your application and assumptions will not be made about your experience or skills. We will look for demonstrable evidence that you meet the criteria set out in the person specification.

All applicants will be notified of the outcome of the shortlisting process.

### Interview

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These will take place in the Cathedral Offices, Wells on 20 August 2013. Further details regarding the selection process will be communicated at the time applicants are invited for interview. The appointment will be subject to satisfactory references.

Should you decide to apply for this post we look forward to receiving your application.

# Wells Cathedral - Archivist

## Job Description

<b>POST:</b>	Cathedral Archivist
<b>BACKGROUND INFORMATION:</b>	The cathedral has had an archivist for nearly fifty years but this is the first formal recruitment to a paid post. The Archivist has access to a small budget, shared with the Librarian, for the purposes of conservation, professional conferences and small sundry expenses.
<b>KEY PURPOSE OF POST:</b>	To ensure the safe-keeping and proper care of the capitular archives which date back to 1060, and all documents, manuscripts and other records and artefacts belonging to the Chapter or deposited with it.
<b>LOCATION:</b>	Wells Cathedral, Cathedral Offices, Chain Gate, Cathedral Green, Wells, BA5 2UE (Archives BA5 2PA)
<b>REPORTING TO:</b>	Outreach and Learning Manager
<b>HOURS OF WORK:</b>	14 hours per week
<b>MAIN DUTIES AND RESPONSIBILITIES:</b>	<ul style="list-style-type: none"><li>• Answer enquiries relating to the records of history of the cathedral.</li><li>• Produce catalogues, indexes, lists, guides and translations of the archives.</li><li>• Supervise visiting Research students.</li><li>• Welcome and guide visiting groups; including giving occasional lectures.</li><li>• Arrange, in co-operation with the Librarian, regular exhibitions of archival material.</li><li>• Oversee the safe-keeping of modern capitular records and the collection of other modern archive material; organise orderly transfer of selected records for permanent preservation, to form an integral part of the capitular archives.</li><li>• Recommend any measures that would be beneficial to the long-term preservation of the archives and arrange for conservation work to be carried out where necessary.</li><li>• Submit an annual budget to the Outreach and Learning Manager</li><li>• Act as historical consultant to the Chapter, other cathedral departments, and external parties such as television and film companies, providing information and input where required.</li><li>• Continue existing external partnerships and actively promote the archives reflecting the cathedral's Outreach and Learning Strategy.</li><li>• Recruit, train and manage a team of volunteers</li></ul>

## Wells Cathedral - Archivist

<b>PERSON SPECIFICATION</b>		
<b>Key Criteria</b>	<b>Essential</b>	<b>Desirable</b>
Qualifications and Experience	<ul style="list-style-type: none"> <li>• Postgraduate qualification in archive administration</li> </ul>	<ul style="list-style-type: none"> <li>• Previous work in a recognised archive</li> </ul>
Skills and Abilities	<ul style="list-style-type: none"> <li>• Electronic cataloguing</li> <li>• Interest in outreach and promotion of the archives</li> <li>• Willingness to foster and develop collaborative ventures with various partners</li> <li>• Competence to act as historical consultant on a wide range of cathedral issues</li> </ul>	<ul style="list-style-type: none"> <li>• Some experience of modern records management</li> <li>• Knowledge of Latin</li> <li>• Knowledge of medieval and ecclesiastical history</li> </ul>
Work-related Personal Qualities	<ul style="list-style-type: none"> <li>• Ability to engage with a variety of audiences, including schools, academics, and the general public</li> <li>• Ability to work on own initiative while contributing to the work of the team</li> <li>• Excellent written and verbal communication skills, which may be deployed in wide-ranging publications and the media, including film projects</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of work with a range of audiences</li> <li>• Evidence of projects created, delivered and/or led alone</li> <li>• Experience of producing articles</li> <li>• Experience of public speaking</li> </ul>

## Wells Cathedral - Archivist

### Main Terms and Conditions

Hours of Work	Part time – 14 hours per week Core office hours are 9am until 5pm Monday to Friday with a lunch break taken as appropriate.												
Salary	Salary of £22,000 per annum pro rata												
Pension	Entrance to Defined Contribution Scheme following successful probation period. Contributions as % of salary: <table><thead><tr><th>Age</th><th>Employee</th><th>Employer</th></tr></thead><tbody><tr><td>&lt;50</td><td>2.5%</td><td>5%</td></tr><tr><td>50-55</td><td>4%</td><td>8%</td></tr><tr><td>&gt;55</td><td>5%</td><td>10%</td></tr></tbody></table>	Age	Employee	Employer	<50	2.5%	5%	50-55	4%	8%	>55	5%	10%
Age	Employee	Employer											
<50	2.5%	5%											
50-55	4%	8%											
>55	5%	10%											
Holiday	25 days per calendar year plus bank holidays pro rata The holiday year runs from 1 January to 31 December.												
Location	The Cathedral, Wells,												
Expenses	All reasonable working expenses will be met in line with Cathedral policy												
Probation	This post will be subject to a probationary period of 6 months												