

Job Description

Job Title:	Archivist
Reporting to:	Archive, Library and Research Manager
Direct Reports:	Supervise volunteers as required
Grade:	Managerial/Specialist
Team:	Collections and Research
Group:	Content and Programmes

ABOUT THE RAF MUSEUM

The Royal Air Force Museum is a national museum, a government non-departmental public body (NDPB) and a registered charity, with two public sites at London and in the West Midlands (Cosford). RAF Museum Enterprises Ltd (RAFMEEL) is the trading arm of the RAF Museum with all profits gift-aided to the Museum to support its charitable activities. Our purpose is to share the story of the Royal Air Force, past, present and future, using the stories of its people and our collections, to engage, inspire, entertain and encourage learning. Our vision is: Inspiring **everyone** with the RAF story – the people who shape it and its place in our lives.

The shared values that guide our planning and behaviour are:

- **INtegrity:** we are open, transparent and ethical
- **Sharing:** we work as a team to ensure our collections and expertise are accessible to all
- **Passion:** we care deeply about sharing our collections and their stories
- **Innovation:** we tell our stories and develop our business with creativity and imagination
- **Relevance:** we ensure our legacy by linking our histories with today and tomorrow
- **Excellence:** we are professional and strive to ensure excellence in all that we do

As an organisation, we aspire to be entrepreneurial, agile and sustainable in our approach, and have agreed five key strategic priorities which will underpin all that we do for the current strategic planning period to 2030:

- Inspiring innovative engagement, debate and reflection
- Inspiring our people within a diverse and collaborative culture
- Embedding an entrepreneurial, agile and sustainable approach
- Fit for the future with brilliant basics
- Connecting with communities and partners

Underpinning everything that we do, the Museum has three overarching commitments that inform our insight, business planning and strategy development, these are our:

- **Equity, Diversity and Inclusion Commitment** – we believe that everyone has the right to

live without fear or prejudice regardless of race, age, gender, disability, sexual orientation, social class, religion and belief. We aim to embed a supportive and open culture which is inclusive, positive and fair to all, develop flexible opportunities to encourage engagement with the Museum onsite, offsite and online and celebrate differences.

- **Sustainability Commitment** - we are in a climate emergency, and we are committed to addressing this crisis through our operation and with our audiences. We will operate in an environmentally sustainable way, applying the principles of sustainable development for the benefit of current and future generations, both locally and globally.
- **Health & Wellbeing Commitment** – we are committed to creating an environment where health and wellbeing are actively promoted, where people feel engaged and valued for their contribution. We aim to create a health promoting workplace where people can be themselves, feel their best and perform at their best, so we can deliver an exceptional experience for our visitors.

As a member of the RAF Museum team, you will play an important role in delivering our purpose and achieving our vision, ensuring that the Royal Air Force's story continues to enrich and inspire current and future generations.

The Content and Programmes Group comprises, Collections and Research, Collections Services, Exhibitions and Interpretation, Access and Learning, and Major Programmes. We develop and deliver creative programmes and resources designed to engage and inspire everyone with our collection and RAF stories wherever they are in the world.

You can find out more about our Strategy to 2030 here: <https://www.rafmuseum.org.uk/about-us/policy-performance/strategy-documents/> and our RAF Museum Midlands Development Programme here: <https://www.rafmuseum.org.uk/support-us/introducing-the-raf-midlands-programme/>

Purpose of the Job

- To lead on sharing our Archive collection with diverse audiences, ensuring its ongoing development and preservation.
- To share knowledge about the collection as well as information relating to and contained within it.
- To undertake research in support of the Museum's programmes.

Key Role Responsibilities

Access and Research

- Facilitate access to the Archive collection as well as the information relating to and contained within it according to Department policies and procedures.
- Build and enhance your knowledge of RAF history and develop expert knowledge of the Archive collection.
- Contribute to the Museum's Research Programme by undertaking research and through the delivery of agreed and supported outputs including but not limited to academic papers, conferences, talks and blogs.
- Disseminate knowledge through the delivery of agreed and supported outputs including but not limited to the undertaking of outreach activity, exhibition and digital content.

- Answer requests for information received from Museum colleagues, visiting researchers and external enquirers within agreed timeframes.
- Supervise and assist researchers using the Museum's reading room.

Stewardship

- Professionally care for the Museum's Archive collection in accordance with Museum policies and procedures in consultation with the Archive, Library and Research Manager, as well as sector best practice guidelines.
- Support the submission of the Museum's Archive Accreditation application.
- Support the move of the Archive collection to a new store.
- Develop the Archive collection through the acquisition, transfer and disposal of material and liaison with stakeholders.
- Facilitate loans both from and to the Museum.
- Document and catalogue the Archive collection to enhance access and research use following agreed policies and procedures.
- Undertake quality assurance of cataloguing undertaken by the Archive and Library team.
- Carry out audit checks of the Archive collection.
- Create and manipulate high quality digital images of the collections in line with digitisation procedures and standards.

Administration and Departmental Support

- Supervise volunteers as required.
- Provide effective, timely reporting both in writing and through presentations and discussion.
- Contribute actively to business risk management and Health and Safety management.
- Support the development of collections-related policies and procedures.
- Support cross - departmental teams as required.

Additional General Responsibilities

Relationships

- Ensure effective communication with all stakeholders, both internally and externally.
- Work closely with other departments to deliver museum-wide programmes and objectives.
- Cultivate internal relationships that cross team boundaries and demonstrate positive collaboration and problem solving with all team members.
- Cultivate external relationships to identify potential new partners.
- Build and maintain partnerships with relevant external contacts and stakeholders.
- Champion volunteering across the Museum.

Budgets and Resources

- Work to reduce operational costs and maximise resources while maintaining standards of products and services.
- Support and facilitate the Museum's commercial activities.
- Work to reduce the negative environmental impact of Museum activities and improve sustainability.

Policies and Procedures

- Uphold both the spirit and letter of the Museums Association's Code of Ethics.

- Adhere to Museum policies, procedures and code of conduct, to protect people and the Museum's reputation, including GDPR, Health and Safety and Safeguarding policies and procedures.
- Professionally challenge procedures that do not add value to the Museum.

Personal Responsibilities

- Actively support and demonstrate the Museum's Values.
- Work as part of a team and support colleagues across the Museum.
- Protect the reputation of the Museum.

General Consideration

- The above job description is not intended to be a comprehensive list of key responsibilities, duties or requirements, and you are expected to carry out any other duties commensurate with the scope and scale of your role. The job description should be reviewed regularly to ensure it remains an accurate reflection of your role.
- You will be expected to travel to other sites, as and when the role requires it, including outside the UK.

Person Specification:

The post holder **must** have (and be able to demonstrate) the following core/professional competencies:

COMPETENCY	DETAILS
Essential technical competencies	• A postgraduate qualification in archive administration. • Experience of working with archive collections. • Excellent written and verbal communication skills. • Excellent ICT skills including experience of using Collections Management Systems. • Experience of working with cross-departmental teams and with volunteers. • Experience of undertaking independent research activity.
Communication & Engaging People	• Communicates in a straightforward manner, demonstrating respect and acting with integrity and impartiality. • Is open and inviting of the views of others and is confident in constructively challenging views and proposals. • Leads by example, acting as a role model and exemplifying appropriate behaviours and values, encouraging others to do the same and promoting a positive culture, acting promptly and appropriately when standards aren't met. • Ensures individual contributions are maximised by an appropriate mix of coaching, development, guidance support and performance management.
Decision Making & Problem Solving	• Recognises scope of own authority for decision making and empowers team members to make appropriate decisions. • Makes decisions when they are needed, even if they prove difficult or unpopular. • Provides advice and feedback to support others to make accurate decisions. • Demonstrates accountability and able to make unbiased decisions. • Displays a strong commitment to improving ways of working and generating ideas.
Delivering Results	• Displays a strong commitment delivering on own/teams' objectives. • Pre-plans work programme for own role and teams', taking into account current and future priorities. • Monitors own and/or team's performance against agreed outcomes and take corrective action as necessary.
Change, Adaptability & Flexibility	• Ability to flex approach to the different needs of competing work areas. • Demonstrates resilience and positivity in changing and demanding circumstances and to manage effectively in a climate of change. • Plays an active role in shaping and delivering organisational change and identifying lessons learned.
Professional Excellence	• Uses specialist professional/technical expertise and operating knowledge to its fullest extent, where appropriate. • Recognises the need to refer to others' expertise and acts accordingly. • Is a member of appropriate professional body or technical association,

	where appropriate. • Pro-actively undertakes continuous professional development either within Museum or externally. • Engages with professional networks.
Strategy & Leadership	• Articulates the Museum's purpose and objectives and supports their team to see their role within it. • Actively shares experience and knowledge with team and, where appropriate, the wider Museum to develop understanding and knowledge. • Confidently engages with stakeholders and colleagues at all levels, both internally and externally. • Motivates and provides confidence to team members, allowing them to utilise their skills and knowledge and act with relevant level of autonomy.

The following is desirable:

COMPETENCY	DETAILS
Additional technical competencies	• A good knowledge of RAF history. • Experience of project management. • Experience of co-curation.

Date modified: 21/01/2024

Modified by: Karen Whitting

Approved by: Kam Sandhu-Patel