



Project Archivist – Brent Trades Council Archive

Reports to:	Exhibitions, Collections and Heritage Manager		
Department:	Libraries, Culture & Heritage	Grade:	S01
DBS Status:	None	Politically restricted:	No

Job Purpose:

Reporting to the Exhibitions, Collections and Heritage Manager, this fixed term role is responsible for cataloguing, conserving, and managing the Brent Trades Council (BTC) Archive to professional standards, increasing access for researchers, schools, and local communities. Funded through **The National Archives' Archives Revealed programme**, the post will contribute the development and delivery of a volunteer programme that supports the cataloguing process and builds archival skills, while also contributing to the wider work of the Heritage Team through outreach and engagement that promotes Brent's rich history. The Brent Trades Council Archive is a substantial collection—approximately 22 linear metres of records in multiple formats—reflecting decades of local and national campaigning. The project will involve surveying, cataloguing, and repackaging the collection, as well as developing public access via digital platforms and community engagement, with key phases including collection assessment, cataloguing, and volunteer and public involvement.

Values

Collaborate proactively.
Lead inclusively.
Embrace change.
Be bold and curious.
Celebrate and share our success.

Job specific roles and responsibilities

1. Appraise, arrange, and catalogue the BTC Archive to national and international archival standards (ISAD(G), NCA rules).
2. Repackage and conserve archival materials to contribute to the preservation.
3. Supervise a volunteer programme supporting the cataloguing project.
4. Support volunteers in archival techniques, handling, and cataloguing.
5. Ensure metadata creation and online accessibility via Axiell Collections and Preservica.
6. Work with staff and project partners to plan and deliver outreach activities promoting the archive to diverse audiences.
7. Document project progress and share with the Heritage Team.
8. Assist in accessioning new material and maintaining relationships with depositors, where appropriate.
9. Support the development of exhibitions, events, and engagement projects connected to the BTC Archive.

Safeguarding is everyone's responsibility and all employees are required to act in such a way that at all times safeguards the health and well-being of children and vulnerable adults.

Undertake any other duties commensurate with the general level of responsibility of this post.

Essential Requirements (key skills & qualifications)

Knowledge and Qualifications

- Recognised postgraduate qualification in Archives and Records Management, or equivalent experience.
- Knowledge of national archival standards and contemporary archival best practice.
- Understanding of preservation, repackaging, and cataloguing techniques.

Experience

- Experience of cataloguing archival collections to professional standards.
- Experience of supervising volunteers.
- Experience of working independently and as part of a team.
- Experience with digital catalogues and preservation systems (Axiell Collections, Preservica preferred but not essential).
- Experience delivering outreach, engagement, or public heritage activities.

Skills and Abilities

- Excellent communication and interpersonal skills.
- Strong organisational and project management skills.
- Ability to work with diverse audiences and foster community engagement.
- Ability to document and report project progress accurately.

Desirable:

- Familiarity with trade union, labour, or community activism collections.
- Experience with exhibitions or public history projects.

Within reason these key deliverables may evolve to meet service need and it is expected that the postholder will be flexible and adaptable in their delivery to meet both service and council wide needs

Using money raised by National Lottery players, The National Lottery Heritage Fund supports projects that connect people and communities with the UK's heritage. Archives Revealed is made possible with The National Lottery Heritage Fund. Thanks to National Lottery players, we have been able to undertake this project.

