

**Clare College**

**Person Specification**

**Job title:** College Archivist **Department:** Library and Archives

**Essential**

1. Degree level qualification or equivalent.
2. Professional archival postgraduate qualification.
3. Experience of managing archives and providing archive enquiry services.
4. High proficiency in IT, particularly with Archives Management Systems.
5. Experience of preserving, cataloguing, digitising, providing access to and interpretation of archive material from a wide range of periods.
6. An understanding of current legislation relevant to archives including copyright, data protection and Freedom of Information.
7. Excellent communication skills and ability to deal professionally and confidently with a range of people in all College Departments.
8. Ability to deal professionally and confidently with all internal and external enquiries to the Archives.
9. An organised and flexible approach to work, with an ability to adapt and balance priorities between responding to enquiries and maintaining/developing the Archives.
10. Ability to work on own initiative as well as part of a small team.
11. Interest in the history of Clare College and the University of Cambridge.
12. Involvement in professional activities and development.

**Desirable**

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

1. Knowledge and experience of modern records management for print and electronic materials.
2. Palaeographical skills, and at least a basic knowledge of Latin.

**September 2024**