

JOB DESCRIPTION
AMNESTY INTERNATIONAL
INTERNATIONAL SECRETARIAT



JOB TITLE Archivist
PROGRAMME Information and Technology
LOCATION London
<p>JOB PURPOSE</p> <p>To develop and maintain a comprehensive archive of materials produced by Amnesty International’s International Secretariat (AIIS) and to design and oversee the implementation of a preservation strategy for their long-term survival. To advise on record retention and maintain collections of records prior to their destruction or transfer to the archive. To provide access to the records store and archives for AI staff and other users as appropriate and to promote the use of the archive to support AI’s activities.</p> <p>DEPARTMENT PURPOSE</p> <p>To provide, develop and support an information communication technology environment and associated services for the International Secretariat which enables it to operate most effectively in delivering its strategic objectives. To provide, support and lead the development of information communication technology across the Amnesty movement thereby enabling the movement to be more effective in the delivery of the global strategic objectives.</p> <p>AIIS PURPOSE</p> <p>The International Secretariat, which operates from a number of sites around the world, gathers and communicates accurate and action-oriented human rights information globally. We campaign for meaningful human rights change; enable effective human rights activism and work to persuade governments and other actors to uphold universal human rights standards. We provide strategic leadership, support and advice to the Amnesty International movement globally, fostering Amnesty International’s contribution, presence and public accountability throughout the world.</p>
<p>WORKING RELATIONSHIPS</p> <p>Reporting to Information Manager</p> <p>Posts this job manages Volunteers</p> <p>Other key relationships Documentalist; Audio-Visual Archivist</p>
<p>USEFUL INFORMATION</p> <p>Click here to enter text.</p>
<p>MAIN RESPONSIBILITIES</p> <ul style="list-style-type: none"> • Maintain and develop retention schedules and advise AIIS staff on the process of transferring records (both paper and born digital) to the central repository. • Regularly review records in the central repository and schedule for disposal in accordance with legal and operational requirements. • Transfer appropriate records to the archive in a suitable format to ensure long-term preservation. • Oversee the digitisation of selected records to enable wider access by users to the archive. • Develop and implement an archive service strategy that ensures the long-term preservation and appropriate access to records of enduring value to the movement and beyond • Oversee the implementation of the current AIIS digital preservation strategy and develop processes for accessioning born digital content, including automated transfer from SharePoint and transfers from legacy systems. • Maintain and develop the archives catalogue and records database, ensuring that data is recorded in a consistent manner and with regard to international standards and good practise. • Manage relationships with off-site storage providers and archive deposit institution.

- Answer enquiries from internal and external stakeholders and provide access to the collections in accordance with the access policies.
- Implement an access procedure that enables stakeholders to discover records that support their current work and enable further understanding of the developments and work of the movement.
- Promote the archives as a resource for research and campaigning activities.
- Maintain up-to-date procedural guidelines for staff and volunteers working within the archives team.
- Contribute to the overall flexibility of the team by providing cover for team members as required and participate as necessary in cross-Programme or project teams to contribute archival expertise.

WHAT DOES SUCCESS LOOK LIKE IN THIS JOB?

- Archival content is available to AIIIS staff and the Amnesty movement to be used as appropriate in the defence and promotion of human rights.
- Amnesty International's archives are maintained to professional standards: preserved & stored safely, organised effectively, catalogued accurately and accessible in a timely manner.
- The safety and security of those represented in the archives is recognized and not threatened by the use and/or distribution of that material. Data protection and other rights are respected in the processing and use of archives
- AIIIS staff and other stakeholders are provided with information and advice on the procedures for selecting, depositing and retrieving archival material.
- The archives reflect the breadth of work carried out by the AIIIS reflecting both traditional and digital formats

SKILLS AND EXPERIENCE

- Qualification in archives, records management, information management or equivalent
- Experience of all aspects of archives work gained in archival institution, company archives, library or similar.
- Experience of using dedicated archive cataloguing software
- Has experience of archiving digital records, preferably with experience of using Preservica to manage digital records and provide users access
- Ability to develop and use appropriate record-keeping systems applicable to the archives
- Ability to work meticulously with large volumes of information and deal with several jobs in progress at one time.
- Familiarity with document systems, such as SharePoint
- Ability to plan and prioritize own work within the hierarchy of team objectives
- Ability to work as a member of a team within established procedures in self-servicing and to provide cover for other team members
- Has an understanding of what professional standards are and why they are necessary for delivery of services to users
- Commitment to providing a high level of customer service
- Fluent English, with good verbal communication skills in this language.
- Interest in new developments and innovations in the professional area or archives and records management
- Shows understanding of Health and Safety in the workplace

HOW YOU WORK – COMPETENCIES:

Delivering Results: A

Working with others: B

Developing oneself and others: B

Contributing to a Dynamic and Effective International Secretariat: A

Making decisions: A

Taking the initiative: B

Communicating and influencing: B

EQUALITY STATEMENT

Equality and diversity is at the core of our values and staff are expected to work collectively and individually to promote a constructive and sensitive approach to others from a variety of backgrounds, where the work of others is valued and respected.

CONFLICT OF INTEREST

Public or other activity, affiliation to or support for any group or organization, personal association or other factor which may generate a real or perceived conflict of interest with Amnesty International's principles (specifically independence and impartiality), or raise a security concern, or otherwise prevent the candidate from carrying out key functions of the specific post and would therefore disqualify the candidate from being appointed.