



Brigade Archivist

Volunteer Post

Job Description

Main purpose of role:

To be responsible for maintaining the Brigade archives.

This will include assembling, cataloguing, preserving and managing collections of historical records and artefacts. The archives are currently shared over different locations in England and Scotland

Responsible to: Brigade Secretary

Summary of key responsibilities:

- Evaluating, cataloguing and arranging materials
- Accepting new materials for the archives
- Answering enquiries from members of the Brigade / public
- Preparing materials for publicity events / exhibitions
- Creating a digital archive and making the archives accessible to a wide range of users
- Arranging for suitable storing and preserving perishable documents
- Identifying possible sources of funding for the archive collection
- Establishing and leading a volunteer team to assist with the above
- Preparing an annual report for the Brigade Executive

Based:

The post holder will be based at Brigade HQ, Felden Lodge, Hemel Hempstead

Expenses:

Reasonable expenses can be claimed for travel etc. in line with the Brigade's policies.

Person Specification

- Excellent knowledge of BB history
- Relevant experience working with archives / records
- Good IT / admin skills
- Inquisitive
- Methodical and logical
- Able to work in a team
- Able to relate well to a wide range of users
- Good communication skills
- Able to carry out independent research