



Diocese of Westminster

Job Profile	Archives Assistant
Department / Parish / Agency	Diocesan Archives
Reporting to	Administrative Archivist
Cost Centre	270
Location / Address	16a Abingdon Rd, Kensington W8 6AF
Management of	n/a
Contract type	Permanent
Hours	14 hours a week
Salary	£15.70
Job reference number	793-270

Job Purpose:

To support and assist the Diocesan Administrative Archivist and to assist in the day-to-day administration of the Archives and reading room

Principal duties and responsibilities:

1. To assist readers, answer enquiries and to exercise supervision of the search room at the Westminster Diocesan Archives
2. To assist with electronic cataloguing of collections using CALM and Microsoft Office software
3. To assist with reboxing, simple preservation tasks and the reorganisation of the strong room as the cataloguing process progresses
4. To open and close the archives and take responsibility for security in the absence of the Archivists
5. To provide support to the Administrative Archivist as required for the implementation of records management systems designed to safeguard current records and historically valuable documents for the Diocese of Westminster.
6. To undertake routine administrative tasks e.g. proofreading, registration of readers, recording petty cash transactions
7. To assist with the retrieval and deposit of material at off site locations when necessary.
8. To undertake any other duties related to the job purpose, as required
9. The role may also involve participation and presentation to group tours, attendance at meetings involving other diocesan personnel and occasional work at offsite locations.

Our Values

Catholic social teaching covers all aspects of life, whether economic, political, personal or spiritual. At the heart of Catholic social teaching are the four ethical values of love, truth, justice, and freedom.

We are person-centered and so we place human dignity at the heart of all that we do. We strive to take a holistic approach to the development of our people so that we may better serve the functions of our church.

Our core values are **Competence, Reliability, Honesty, Perseverance and Love.**

Competence

We strive for excellence by continually developing the knowledge, skills, and expertise needed to best support our parishes, agencies, and schools

Reliability

We deliver consistent, high-quality service and can be trusted to fulfil our commitments, making a meaningful difference to those we serve.

Honesty

We act with integrity, fairness, and transparency. We build trust by taking responsibility for our actions, admitting mistakes, and committing to making things right.

Perseverance

We remain resilient, even in the face of challenges. We are committed to continuous improvement and show determination, tenacity, and integrity in all we do.

Love

We show our love through dedication to our parishes, agencies, and schools. We act with empathy, value one another, celebrate success, and offer care and compassion to those in need.

Person specification:

Competencies	Essential/ Desirable
<i>Excellent Communication Skills:</i> Able to communicate clearly and effectively, demonstrating kindness and respect towards all people serving the Diocese i.e. employees clergy contractors etc.	E
<i>Excellent Organisational Skills:</i> able to manage multiple deadlines and maintain attention to detail	E
<i>Collaborative Teamwork:</i> Proven track record of working effectively in small teams, contributing ideas, and supporting others, and building positive relationships while also being able to take initiative and work unsupervised when necessary	E
<i>Problem Solving:</i> able to approach challenges creatively and make informed decisions under pressure	E
<i>Adaptability and Flexibility-</i> comfortable with change, able to identify challenges and implement thoughtful solutions and adjust to new priorities and processes when needed.	E
Experience	
Ability to demonstrate some knowledge and experience of working in archives	E
Experience working within a faith-based, non-profit, or charitable organisation	D
Be considering studying for a career and qualification in Archives and Records Management	D
Technical Skills	
Intermediate Microsoft Office Software package (Word, Excel, Publisher)	E
Experience of working in Archives and using CALM or a similar library/archive cataloguing system	D
An interest in historical research and the history of the Catholic Church in England	D
Other Requirements	
Ability to demonstrate sensitivity and respect for diverse groups	E
Commitment to the mission and values of the Diocese of Westminster	E
A desire and commitment to work for the Catholic Church	D
Basic understanding of the Catholic Church and its structure	D