



Belvedere College SJ

PART TIME ARCHIVIST

Belvedere College SJ is seeking to appoint a part time Archivist. This role has responsibility for the management of all aspects of the Belvedere College Archive. The successful candidate will have in-depth practical knowledge of current archival and records management theory and practice. The successful candidate will also have a positive, flexible and open-minded attitude towards new initiatives.

Nature of Employment

This is a part-time (3 days a week) fixed-term appointment for 36 months (subject to successful completion of a six-month probationary period and satisfactory performance in the post).

Key Role and Responsibilities

The Archivist will play a key role in centralising all historical records that have accumulated over the College's lifetime. The Archivist will also hold responsibility for the maintenance and development of the Archive and for facilitating access to the information it contains.

The ideal candidate will demonstrate a flexible approach to all areas of responsibility and will lead on the development, documentation and implementation of policies and procedures to ensure compliance with statutory legislation.

Essential Requirements

- Currently undergoing or completed Diploma in Archives/Records Management or equivalent qualification.
- General understanding surrounding recent GDPR legislation and implications of archiving of Personal Data.
- Excellent organisational and time-management skills.
- Flexible approach to areas of responsibility and willingness to participate in other whole School initiatives and activities; as required.
- Demonstrable professional experience of working as an Archivist.
- Previous experience in applying current archival and Records Management theory and practice in a practical setting.

Desirable Requirements

- Demonstrable professional experience of working as an Archivist
- Previous experience in applying current archival and Records Management theory and practice in a practical setting.

Belvedere College is an equal opportunities employer.

Please forward a cover letter and a copy of your Curriculum Vitae to vacancies@belvederecollege.ie

Closing Date for Applications is Friday 6th October 2023.