

Role Title: Archive Assistant

Hours: Full-time for 6 months (we would be open to this being a part-time role over a longer period) from May / June 2024

Location: Glasgow or home-based or hybrid

Salary: £26,000 pa pro rata (equivalent to £13,000 over six months)

Reporting to: Community Ownership Curator



This post is funded by the National Lottery Heritage Fund.

Community Land Scotland is recruiting an enthusiastic and detail-oriented Archive Assistant to deliver an accessible and engaging archive of stories to showcase the experience of the communities involved in Scotland's community ownership journey.

This archive is the culminating work of our 100 Years of Community Ownership project, which showcases the impact of community ownership on Scotland's social, economic, and natural heritage by gathering together the stories of community landowners across the country.

Applications

Applicants should complete our online application form by **12pm on 26 April 2024**. Interviews will take place week commencing 13 May 2024.

If you have any questions about the role, you can email iain.craig@communitylandscotland.org.uk

About Community Land Scotland

Community Land Scotland was established in 2010 to provide a collective national voice for community landowners in Scotland. We have over 130 member organisations across Scotland, ranging from large crofting estates in the Western Isles to inner city community hubs. Collectively, members own and manage over 550,000 acres and a wide range of building-based assets, urban and rural.

Community ownership has shaped Scottish Land Reform and played a key role in the Community Empowerment Act. Today over 500,000 acres of land are in community ownership. Nearly 500 community organisations own land or buildings across rural and urban Scotland. Further information about Community Land Scotland can be found at: www.communitylandscotland.org.uk

About 100 Years of Community Ownership

100 Years of Community Ownership (HYOCO) aims to share the story and impact of community ownership on rural and urban Scotland. In addition to transforming the lives and futures of the people who live in these communities, community ownership has helped shape land reform and establish Scotland as a leader in land justice internationally.



The project will include a programme of oral history and community archive training to create a new website that shares the history and achievements of Scotland's community owners. A national tour in the Travelling Gallery in summer 2024 will showcase the impact of community ownership on Scotland's social, economic, and natural heritage. Local events will celebrate the difference that community ownership has made closer to home.

About the Role

As part of the 100 Years of Community Ownership project, Community Land Scotland will be collecting, preserving and sharing Scotland's community ownership story. We are hiring an Archive Assistant who will have responsibility for gathering material from communities and ensuring digital materials in our care remain authentic, accessible, re-usable and understandable in the future.

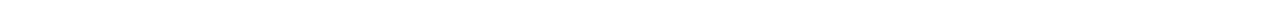
In this role, you will work in the management of the digital collections, reporting to the HYOCO Curator and work alongside the Events Assistant and wider Community Land Scotland team. You will help deliver an accessible and engaging archive of stories to showcase the experience of the communities involved in Scotland's community ownership journey.

You will be responsible for designing and overseeing the archive process, equipment and website management. This will require liaising with community groups, the Community Land Scotland staff team, and the administrator of the website. You will also work on the archive's preservation strategy and community engagement activity. You will work closely with the Curator to devise and implement an overall archive policy - providing support and information for the creation of grant applications and reports and assisting with the identification of the archive's future needs.

You will work with stakeholders and represent Community Land Scotland in a variety of settings. You will also be expected to proactively engage with community groups, encouraging wider engagement with the archive website and the overall 100 Years of Community Ownership project.

Key Areas of Responsibility

- Devise and implement collections management procedures and processes.
- Oversee the digital collections infrastructure (network and equipment) for the new archive and making recommendations for implementation.
- Oversee preservation of all digital AV data within systems infrastructure.
- Manage best practice for the inclusion of objects acquired through over-arching agreements with partner organisations, national bodies and local archives as well as community groups.
- Ensure best practice for the acquisition and preservation of objects acquired through donation and community participation.
- Keep up to date with archival best practice, advances in technology and preservation and conduct relevant research to develop an informed view of opportunities and challenges in digital preservation.
- Ensure that a process of continuous review and improvement is reflected throughout all elements of the digital preservation programme.
- Liaise with relevant stakeholders including community members, partner organisations and the Community Land Scotland board.



- Maintain existing contacts and establishing new opportunities with other archives engaged in digital preservation to ensure knowledge sharing and development of best practice, as well as shared opportunities.
- Be an ambassador for Community Land Scotland by advocating for our work and the work of our members and maintaining a professional approach.
- Work with partners - such as local authority archive services, Community Archives and Heritage Group Scotland, or the Scottish Council on Archives - to support community owners that want to develop further skills in digital and physical archiving, to do so.
- Develop meaningful, inclusive, and accessible relationships with community groups to ensure their needs are understood, that the project can add value and benefit to their work.
- Assist our PR & Communications coordinator to get stories into the wider media and on our Social media.
- Support the work of Curator in developing the 100 Years of Community Ownership exhibitions.

Specific Knowledge, Skills and Expertise

Essential

- Demonstrable practical experience with digital preservation (particularly related to digital collections in libraries, museums, archives or special collections)
- Qualification or experience in information technology, digital curation or a related information management discipline.
- Excellent communication and interpersonal skills.
- Ability to contribute positively while being pragmatic about resource and budgetary constraints.

Desirable

- Familiarity with infrastructure management including processes related to equipment management, Content Management System, interaction with technology support teams.
- Experience in developing policy in a library or archive environment.
- Experience in planning and managing projects.
- Demonstrated ability to research and resolve problems using a variety of resources and tools.
- Ability to communicate complex technical ideas in simple language.
- Ability to work across multiple teams and disciplines.
- Experience of community engagement projects and outreach.
- Experience of working in the third or community sector
- Knowledge of Gaelic or Scots language

Key Relationships

- HYOCO Steering Group
- Local Authority Archive Service Managers
- Community Archives and Heritage Group Scotland
- Scottish Council on Archive
- HYOCO Events Coordinator
- Travelling Gallery staff and local partners hosting the TG tour

