

Job Title: Archives Manager

Salary: £40,340 per annum

Contract Type: Permanent, Full-time (35 hours)

Location - We fully support flexible working, from our superb offices in Holborn and from home. This role requires three days per week to be worked onsite with the collections and the readers.

About us

The Royal College of Surgeons of England is one of the best known professional membership organisations in the world, with a name and reputation that speak for excellence in the UK and across the globe. We provide education, assessment and development to nearly 30,000 surgeons, dental surgeons and members of the wider surgical and dental teams at all stages of their career; we set professional standards, facilitate research and champion world-class surgical outcomes for patients.

About the role

The Royal College of Surgeons of England is looking for an experienced and enthusiastic Archives Manager who can lead and shape the direction of the service, working towards Archive Accreditation and a programme of outreach, exhibitions and events. The postholder will have an exciting opportunity to embrace digitisation initiatives, improve and grow accessibility to our Designated collections and work alongside colleagues in applying for external funding awards. The postholder will work within a team of 3 in archives and very closely with libraries and museum teams.

Responsibilities

- Collection development including drafting and implementing associated policies
- Leading on the identification of collections in need of conservation and following through on ensuring the timely completion to the highest standards
- Leading on the digitisation agenda in archives, ensuring the appropriate selection of material and working with third parties to execute the digitisation processes
- Increase accessibility to and engagement with the collections; digitally, physically and through collaboration with schools, other institutions and other internal teams
- Proactively identify and submit funding bids to enable acquisition, digitisation and promotion of our collections

About you

- You will hold a first degree in a related subject with a postgraduate degree in Archives & Records Management
- Significant experience in working with and interpreting archival collections
- Significant experience of selecting and preparing material for digitisation
- Experience of staff management and leadership, working with staff as an enabler and supporter
- Experience of developing and implementing outreach and engagement activities

What we can offer you

- 27 days paid holiday + bank holidays and up to 4 college closure days
- Flexible working
- Enhanced contributory pension scheme & other leave entitlements
- Variety of learning and development opportunities
- Wellbeing programme & Employee Assistance Scheme

Interested Candidates:

If you wish to apply or if you have any questions about this position please email your CV together with a cover letter to RCSHR@rcseng.ac.uk.

Any personal data collected from you, or that you provide to us, will be processed by us in accordance with our recruitment processes. If unsuccessful in your application, your information will be held by us on our database for a period of 6 months before deletion. If you would like your information removed sooner, please contact RCSHR@rceng.ac.uk

Closing date: Friday 16th May 2025

The Royal College of Surgeons of England is an Equal Opportunities Employer. We are open to all talent and we actively ensure that all qualified applicants will receive equal consideration for employment without regards to age, disability, gender reassignment, marriage or civil partnership, pregnancy and maternity, race, religion or belief, sex or sexual orientation.

The Royal College of Surgeons of England is committed to protecting your privacy. We are registered as a data controller with the Information Commissioner's Office (ICO). All College employees are responsible for records held, created and used as part of their work for the College including patient/client, corporate and administrative records. Records are managed according to the requirements of the Data Protection Act 2018 and ensure confidentiality. The College ensures that staff are trained to handle the information you submit to us with care and discretion, seeking advice where necessary.