



BEXHILL-ON-SEA TOWN COUNCIL

JOB DESCRIPTION: HERITAGE ARCHIVIST

1. Duties

- 1.1 To support the Civic Function of the Council, accountable for the development, archiving and storage of the council's regalia and civic history.
- 1.2 To discover and capture the council's heritage in various forms and working with other organisations to interpret and communicate it.
- 1.3 Reporting to the Town Clerk the Heritage Archivist will help to engage other colleagues and councillors on heritage matters and promote to members of the public.
- 1.4 To answer queries from the council, via the Town Clerk, reporting back in a timely manner.
- 1.5 To drive projects – pulling data from our archive that reflects current/new ideas
- 1.6 To acquire and log materials – collating/scanning and storing imagery and physical documents and artefacts - grouping into relevant themes, geographies and sectors.
- 1.7 To create engagement and enthusiasm amongst others for the discovery, protection and use of heritage material,
- 1.8 To process existing digitised material and store securely.
- 1.9 To research into the archive, to produce council histories, biographies and blog posts (for internal and external use)
- 1.10 Developing and implementing heritage policies in line with external best practice, for both existing heritage and the heritage we are creating today and in the future.
- 1.11 Other duties at the discretion of the Town Clerk.

2. Remuneration

- 2.1 The position is an unpaid volunteer role.
- 2.2 The Heritage Archivist will be expected to sign an agreement to meet Council expectations in terms of conduct and behaviour and to comply with relevant Council Policies (in the same way that staff or other volunteers do). This will include a requirement to refrain from making any political or contentious comments whilst on duty and never to speak on behalf of the Town Council, Mayor or Deputy Mayor or to give the impression that this is the case.
- 2.3 Should specialised software or tools be required for the role, this will be agreed in advance with the Town Clerk.
- 2.4 The council requires that the Heritage Archivist will commit to undertake the role for a minimum of two years.
- 2.5 The Heritage Archivist will be expected to safeguard any council property that is taken for examination and maintain its condition at all times.

3. Essential Skills

There are no formal qualifications to taking on the role however experience in Heritage matters would be preferable.

4. Desirable Skills

- 4.1 Professional demeanour.
- 4.2 Ability and willingness to follow instructions.
- 4.3 Politically sensitive to the needs of the council.
- 4.4 Able to interact easily with all types, levels, and ages of people
- 4.5 A good understanding of Bexhill, its history, culture and business and to promote them accordingly.
- 4.7 Flexibility to attend events at evenings and weekends when required.