



WorldHorseWelfare

JOB DESCRIPTION
for
CENTENARY COMMUNICATIONS ASSISTANT AND ARCHIVIST

RESPONSIBLE TO

Head of Communications

MAIN PURPOSE OF THE ROLE

This role will support the planning and delivery of the charity's Centenary communications campaign by organising, digitising and managing archive materials. The role will ensure the charity's history is accessible and effectively used to support storytelling, engagement, fundraising and communications activities, helping to celebrate and inspire audiences during its 100th anniversary year.

KEY DUTIES AND RESPONSIBILITIES

Archive and digital asset management

- Sort, assess and organise historic photographs, printed materials and other archive assets linked to the charity's history.
- Scan and digitise photographs and historic text to create accessible digital records for future use.
- Catalogue and tag archive materials clearly and consistently within the charity's digital asset management systems.
- Identify gaps, duplicates, quality issues or items requiring further review, and flag these to relevant colleagues.
- Ensure digital files are stored, named and organised in line with agreed processes, permissions and data protection requirements.
- Scan historic documents and use Microsoft Copilot to help summarise content and identify key themes, facts, quotes and information.
- Review archive materials and help collate content that may be useful for Centenary communications activities.
- Assist in gathering background information from archive materials to support storytelling and engagement activities.
- Prepare archive content and information for use by communications colleagues across a range of channels and projects.

Project Support

- Support the delivery of the Centenary communications plan by helping to track milestones, deadlines and progress.
- Assist communications colleagues and wider teams with agreed Centenary-related actions and tasks.
- Maintain project trackers, meeting notes, action logs and other administrative records.
- Help coordinate content requests, meetings and follow-up actions to support the smooth running of the Centenary plan.
- Monitor progress against agreed plans and raise any potential issues or delays with appropriate colleagues.

Historical research

- Carry out light historical research to verify dates, names, places and context where required.
- Support colleagues by helping to organise and present historical content in a clear and engaging way.
- Contribute ideas for how archive assets and stories could be used across the Centenary communications plan.

Health & Safety

- To comply with the policies of World Horse Welfare to ensure that risks within the working environment are reduced as low as reasonably practicable
- To raise any health and safety concerns with your Line Manager or the Health & Safety Advisor

PERSON SPECIFICATION

Qualifications and certificates

- Degree level (history grad)

Knowledge and experience

- Comfortable with coordinating projects, tracking actions and providing support to meet deadlines.
- Comfortable using AI responsibly to support summarisations, content review and idea development.
- Knowledge of digital asset management, including file naming, tagging, permissions and metadata.
- Experience of working with photographs, documents, records or archive material, including scanning or digitisation.

Desirable:

- Experience working/volunteering in a charity, heritage, communications, fundraising or campaign environment.
- Experience supporting anniversary, heritage, storytelling or public engagement projects.
- Basic understanding of copyright, consent and responsible use of historic images and archive content.

Skills and abilities

- Strong administrative and organisation skills, with excellent attention to detail.
- Good digital skills, including confidence using Microsoft Office and digital filing or asset management systems.
- Ability to identify relevant, accurate and engaging information from source material.
- Ability to summarise information and draft concise copy for different uses.
- Ability to work independently within a busy team environment.
- Ability to balance creativity with structure, process and deadlines.

Personal Attributes:

- Proactive, practical and solutions focused.
- Curious and interested in uncovering stories from historic material.
- Collaborative and confident working with others.
- Accurate, reliable and sensitive to the importance of preserving historic records.