



Speaking for Ourselves: The Living History of the Care Experienced Movement @ **coram**

better chances
for children
since 1739

Job Title:	Archivist
Project:	Speaking for Ourselves programme
Reporting to	Programme Manager, Speaking for Ourselves programme
Based:	Coram – London, WC1N 1AZ
Salary Range:	£19,000 - £22,800 per annum (£38,000 FTE)
Work Pattern:	17.5 hours per week (year 1) increasing to 21 hours per week (years 2 and 3)
Contract Type	Fixed term (35 months)

About Coram

Coram is the longest-serving UK children's charity, that has been supporting vulnerable children since 1739 and is still finding new ways to help children. Coram helps children and young people develop their skills and emotional health, finds adoptive parents and upholds children's rights, creating a change that lasts a lifetime. We now help a million children and young people every year and represent a continuing narrative as the nation's oldest children's charity and the birthplace of children's social care.

About the *Speaking for Ourselves* programme

The care-experienced campaigning movement in England dates back to 1973, when young people in the care system first came together to talk about their lives, to help each other and to campaign against stigmatising policies and practices.

Reflecting on 50 years of struggles by care-experienced young people and their allies to bring about changes in law, policy and practice, this new programme - *Speaking for Ourselves* - provides an opportunity to look back and look forward, to see how lessons from the past half century can contribute to the development of this continuing movement by creating a living history. Guided by a majority care-experienced Programme Board, this will be achieved through the creation of a dedicated Archive of the Care-Experience Campaigning Movement (including testimony from those who were there) as a dynamic, historical resource for learning and public discourse on care-

experienced campaigning as a social justice movement. All members of the programme team will have regular access to the Programme Board, as a key source of motivation and knowledge.

The programme, including this role, is funded by the National Lottery Heritage Fund.

Purpose of the Role:

- To help create the *Archive of the Care-Experienced Campaigning Movement*, and to ensure it is fit for purpose, including the collection, cataloguing, storing and accessing of a variety of physical and digital archive materials.
- To lead on the digitisation of physical materials given or loaned to the programme, working closely with The London Archives.
- To support the extensive use of archive materials and stories to support the creative audio elements of the programme. This will include becoming familiar with content, in order to advise on appropriate materials to include in a range of projects.

Main Duties and Responsibilities:

Creation of the Archive of the Care-Experienced Campaigning Movement:

- Draft the policies, processes and procedures of collection, collation, cataloguing, digitising, storing and enabling reliable use of the Archive's content.
- Managing the adaptation of the existing Epexio CMS and ensuring a functional online archive is delivered within timescales and to budget.
- Lead on catalogue enhancement and research guidance by
 - developing a catalogue for the archive and general contextual information within the catalogue and related research guidance; and
 - ensuring timely and accurate cataloguing, to agreed guidelines and schedules, keeping detailed records of work and resulting information.
- Supervising the transport, care and maintenance of archival items from owners to Coram, to TLA and potentially other locations.
- Advise and support the Care-Experienced Engagement Coordinator and other colleagues as they develop born-digital content for the archive.
- Working with the Coram Executive Office to ensure effective compliance with the archive policy, ethics process, publishing and permissions requirements.
- Supporting the creation of a physical archive space to store donated materials.

Digitisation of materials:

- Advise on and facilitate the process of digitising physical content, via our digitisation partner, The London Archives.
- Lead on ensuring materials (physical and digital) are theme tagged and index tagged in line with programme guidelines.
- Ensure that robust systems are in place and are regularly checked for transporting materials to/from TLA; digitisation; identification and attachment of metadata.
- Ensure the multi-location storage of digital content and a system of regular digital data validation and maintenance.
- Supported by the Programme Manager, ensure that the digitisation and associated storage complies with legal and ethical guidelines, regulations and laws.

Accessing and using the archive:

- Supporting the production of engaging content for websites and social media.
- Sourcing archival materials that are suitable for the programme's resource development projects and podcasts (released every second month).
- Ensuring that archival materials are integral and aligned to project outputs providing curatorial support as assigned.
- Ensuring that good standards of professional archival practice are adhered to in the use of the archives for creative outputs.
- Giving general-audience talks on the programme or the archive as required.

Team responsibilities:

- Providing ad hoc archive-focused informational support to the Fundraising team.
- Maintaining accurate records, in line with Coram policies and processes, and contributing actively to the monitoring, evaluation and reporting of the programme.
- Facilitating, as required via the Coram Fundraising team, appropriate feedback and access for the programme funders or other Coram funders.
- Any other duties within competence as required.
- To recognise and challenge all forms of discrimination and prejudice in the workplace.
- To treat everyone with respect, dignity and fairness and to acknowledge and celebrate diversity.
- To maintain an awareness of your own and others' health and safety and comply with Coram Group Health and Safety policy and procedures.
- To maintain confidentiality of information; it will be necessary to comply with all requirements related to the Data Protection Act/ General Data Protection Regulations (GDPR).

Person Specification:

- A good honours degree and post-grad. Diploma/Degree in Archive Administration. E
- Experience of working on physical and digital archive projects, preferably including digitalisation/oral history. E
- Experience of or aptitude for in-person and written reporting to project funders, preferably National Lottery Heritage Fund. E
- Demonstrable experience of using collections management systems e.g. Epexio. E
- Experience of working on living history/social movements archival material. D
- Experience of working in an inclusive way with people with lived-experience of social issues. D
- Experience of curating displays and exhibitions, inspired by archival material. E
- Demonstrable experience of sorting collections, to professional standards, with minimal supervision, and producing high quality catalogues, at an agreed rate. E
- Well-organised, with exceptional attention to detail. E
- Good communication, presentation and facilitation skills. E
- Flexible, with a "can-do" attitude and availability. E
- An understanding of the duties and responsibilities of a social care organisation and of the issues and experiences of young people from care. D
- Interest in and commitment to Coram's ongoing work and values. E
- An understanding of and commitment to equal opportunities. E

Coram understands that people with lived experience of the care system may face particular barriers to and in employment. Recognising that such experience could be an asset to this programme (and may bring valuable skills, knowledge, insights and approaches directly relevant to the programme's success), we particularly welcome and encourage applications from care-experienced individuals who meet the person specification.

We guarantee an interview for care experienced applicants who meet the person specification.