



Birmingham Botanical Gardens is looking for an experienced and enthusiastic Archive Development officer to support the Engagement & Learning Team.

The Gardens are in a period of change and have recently secured a Round 1 National Lottery Heritage Fund grant towards a £13m capital project. The project aims to restore the historic glasshouses, upgrade site infrastructure and displays and improve the visitor experience for all.

Birmingham Botanical Gardens (BBG) are keen to see applications from people of all backgrounds and communities and are committed to representing the diverse nature of the city. The Gardens look forward to receiving applications from all suitable candidates and will conduct inclusive recruitment processes based on attitude, experience, and qualifications. BBG are also committed to ensuring that no-one invited to interview should be excluded due to financial circumstances and will reimburse anyone attending interview (related costs must be supported by receipts) if required.

Role Title	Archive Development Officer
Contract Type	Part time (3 x days) 1 x year fixed term contract with opportunity to extend.
Team	Engagement & Learning
Reports to	Head of Engagement & Learning
Salary	FTE salary £26,400

This post is funded by The National Lottery Heritage Fund as part of the Garden’s Major Project.

Role Purpose

This is a new post needed to research, and make accessible core historical records, books, photographs, images and information about BBG’s plant collection and wider history. This important new post has been created to support BBG’s planned £13.8m major National Lottery Heritage Fund ‘**Growing Our Green Heritage**’ development project and is needed to support the Engagement & Learning Team and essential to BBG’s charitable purpose, objectives, and development.

The post has been created to ensure BBG’s Major development can utilise this information and make it accessible in all forms, including digital. Reporting to the Head of Engagement, the postholder will research original material, liaising with Birmingham City Records/Archives, to provide information to support the project initially in the Development and subject to successful funding in the Delivery phases, and prepare accessible archive resources. The postholder will be involved with public engagement activities and interpretation during the Development and later Delivery phases, such as an oral history memory project and will be responsible for the management of the library and will be expected to manage volunteers.

As one of Birmingham’s foremost heritage charities, essential records and publications dating back to 1829 need to be assessed, documented, and made accessible. The principal

purpose is to research, sort, organise and document the current collection, rationalising storage, liaising with Birmingham Library who hold many original records, to ensure that important documents are held in perpetuity and that BBG has access to significant material to inform and support its education, interpretation, and wider charitable purposes.

The role has been created now to support the research and content development of the new Interpretation Strategy and increased participation and Learning programmes at BBG. The history of BBG has been identified as of great interest to both visitors and potential visitors and is a key theme in the gardens key messaging for the future. Currently largely inaccessible, the project will enable BBG to digitise core documents, photographs, and images for the project content, including exhibitions, on-line learning resources and activities for schools and students, for talks and future community projects. The work is expected to involve volunteers and create opportunities for a memory- capturing history project.

This is an opportunity for someone, passionate about historic Gardens and Birmingham heritage with archive or records management experience, to support the future development of BBG, making the unique history of BBG accessible, and engaging others in the process.

Job Summary/Key Responsibilities

- Review the Botanical Garden's library, archive and photographic collections and plan the appropriate organisation, documentation, dissemination, and access, including digitisation.
- Liaise with Birmingham City Library/Archives and Records, where many original documents are located, to ensure key documents are accessible to support BBG's major project development.
- Responsible for the Garden's photographic, library and archive collection, including organisation, cataloguing, storage, preservation, digitisation, reproductions, and dissemination.
- Advise on arrangements/process for research requests and duplication requests for photographs, audio/visual materials, drawings, manuals, and other materials.
- Provide arrangements for photos and other archival materials to support the implementation of the Gardens Interpretation Strategy, including publications, exhibits, website, events, talks and special functions and digital images.
- Devise pilot, and later deliver a heritage memory project to capture memories of BBG for the future, engaging people in BBG's major project development.
- Provide information and support to the Horticultural Team, the Project Team, especially fundraising and marketing.
- Manage volunteers contributing to the work outputs.

Note

The BBG Archives collection dates to 1829 and the formation of the Birmingham Horticultural Society, prior to the opening of the Botanical Gardens in 1832. It comprises some 12,000 items, including maps, plans, framed pictures, slides, prints, medals, and solid artifacts as well as documents. Some 4000 of the earlier documents are stored in the Local History and Heritage Department of the Library of Birmingham. The rest are located at BBG together with donations of photographs and other material from eminent botanists/local people useful to the Gardens.

This job includes the following hazards or safety-critical activities:

- Lone Working (infrequent)
- Work in hot or cold environments

PERSON SPECIFICATION

Area	Essential	Desirable
Knowledge	<ul style="list-style-type: none"> • Knowledge of principles and experience of working with archives, historic documents, photographs, images, and digital systems. • In-depth knowledge of archival principles and practices and experience of digitisation of historic documents, images, and materials. • Knowledge of digital imaging and metadata standards, and digital management of collections. • Knowledge of preservation and conservation of materials • Knowledge of archival/history community participatory projects. • Knowledge of volunteer programmes • An understanding of the principles of research and content integrity. 	<ul style="list-style-type: none"> • An understanding of the not-for-profit sector, preferably knowledge and interest in the botanical heritage and environmental sectors. • Knowledge of Birmingham and/or garden history
Experience	<ul style="list-style-type: none"> • Minimum 3- years' professional experience working with archival and/or similar capacity. • Demonstrable experience of establishing priorities and working alone or as part of a team to get things done. • Experience of managing a participatory heritage project with volunteers. • Experience of using IT/software for data management systems, imaging editing software, scanners etc. • Experience of archival or local heritage community project with volunteers. • Excellent IT skills, data management experience with experience of MS Office software, and able to use databases. • Experience of managing staff/volunteers. 	<ul style="list-style-type: none"> • Delivered a successful project with a focus on garden, heritage, museum, horticultural or related subject matter • Experience of putting together research information for interpretation and learning purposes.
Qualifications	<ul style="list-style-type: none"> • Degree educated or with demonstrable experience and in-depth understanding of an independent heritage/charitable organisation. • Archival qualification 	<ul style="list-style-type: none"> • Degree and Postgraduate qualification in the humanities, history or science, or field relating to Horticultural history and /or technology.
Skills	<ul style="list-style-type: none"> • Skilled in archive material and information management within a botanical/arts/heritage/culture setting • Archival research skills 	<ul style="list-style-type: none"> • Research skills

	<ul style="list-style-type: none"> • Skilled in use of IT/systems information management • Ability to manage and deliver a project working with volunteers and others. • Good communication skills, written and verbal. • Ability to multi-task, prioritise and solve problems on own initiative. • Ability to prioritise under pressure and meet tight deadlines. • Very high standards of accuracy and attention to detail. • Ability to work alone and in a team 	<ul style="list-style-type: none"> • Managed a successful community engagement project. • Understanding of the Environmental and sustainability context • Understanding of approaches to interpretation and learning outcomes and objectives
Accountabilities	<ul style="list-style-type: none"> • The Archive Development Officer will support the Head of Engagement & Learning in delivering successful interpretation, Learning and Activity Plan as part of BBG's Major Project. • The Archive Development Officer will provide images and information to support public engagement and activities at BBG. • The Archive Development Officer will make practical working arrangements with Birmingham Library/Archives to access and preserve the BBG collections. • The Archive Development Officer will manage access to the BBG library and archival resources on site. • The Archive development Officer will manage information/database in accordance with the relevant regulation. • The Archive Development officer will manage volunteers as requested. • The Archive Development Officer will demonstrate an active commitment to Equality, Diversity and inclusion. 	