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**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 (NLHF) grant towards a £13.8m 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.

<b>Role Title</b>	Archive Development Officer
<b>Contract Type</b>	Part time (3 x days) 1 x year fixed term contract with opportunity to extend.
<b>Team</b>	Engagement & Learning
<b>Reports to</b>	Head of Engagement & Learning
<b>Salary</b>	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 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.

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 Archives and Collections who hold many original BBG 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.

Reporting to and working closely with the Head of Engagement and Learning (HoEL) the postholder will generate, organise and deliver high quality engagement activities and interpretation to engage audiences, staff, volunteers and stakeholders with the archive during the NLHF Development and later Delivery phases. The postholder will be responsible for the management of the small onsite

BBG library and will be expected to induct, supervise and manage volunteers who will be assisting with the archive project and library duties.

The role will support the research and content development of the new BBG Interpretation Strategy and the developing engagement 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 central theme in the Gardens' key messaging for the future.

The postholder will work with the BBG team to ensure the archive is a living archive, producing an archiving policy to inform practices across the business going forward. Working with the HoEL, the postholder identify the key archive priorities to inform a sustainable and deliverable workplan to be delivered throughout the duration of this 12-month contract.

As the material stored at BBG's Edgbaston site is currently largely inaccessible, this role is integral in our journey to enable access to the archive for staff, stakeholders and audiences. This project brief will enable BBG to catalogue and digitise core documents, photographs, and images for potential use in our capital project content, including exhibitions, online learning resources and a range of diverse engagement and learning programmes.

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**

- Catalogue and digitise the Birmingham Botanical Gardens' library, archive and photographic collections.
- Physically sort and organise the archive collection at BBG's Edgbaston site, purchasing appropriate packaging, repackaging material, and implementing best possible storage solutions, working within the circumstances of the physical site.
- Devise and implement a process for responding to research and duplication requests for material in the Botanical Gardens' collections to both internal and external stakeholders.
- Source photographs 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.
- Provide information and support to the Horticultural Team, the Communications and Marketing Manager and the NLHF Project Team, especially for the purposes of fundraising, interpretation and marketing.
- Develop an Archive Volunteer role description and implement best practice volunteer processes within the archive project in line with BBG systems and processes.

- Contribute to the recruitment of Archive Volunteers and deliver best practice onboarding, induction, supervision and proactive engagement of the volunteers to deliver on project outputs.
- Devise and deliver high-quality strategic public engagement activity linked to the archive within timeframe and budget.
- Research and produce an archiving policy to inform current and future archiving practices across the business and support the staff team and internal stakeholders to work to the new policy.
- Assist in the reporting of outcomes to funders, and internal and external stakeholders, including data collection, evaluation and producing reports.
- Proactively engage in CPD opportunities, continually researching best practice in the sector and developing relationships with relevant organisations/colleagues to share practice, seek expert advice and grow knowledge.
- Contribute to a BBG team culture of sharing practice, critical analysis, and reflection by proactively participating in team meetings, activities, and CPD.
- Adhere to all GDPR, Risk Assessments, Safeguarding and other BBG policies.

### **Principal Accountabilities**

- To work in accordance with BBG's Values and Behaviours, to ensure that you are working hard and go above and beyond to deliver excellence to maintain and improve BBG for current and future generations.
- Positively contributing to ensuring that the BBG work environment is one that supports Equalities, Diversity, and Inclusion for all – including, but not restricted to: staff, volunteers, trainees and apprenticeships, members of the public.
- Be an enthusiastic ambassador for BBG, contributing to the visitor experience by contributing to public engagement, interpretation, and marketing.

### **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 4,000 of the earlier documents are stored at Birmingham Archives and Collections at 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
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of principles, and experience, of working with archives, historic documents, photographs, images, and digital systems.</li> <li>• In-depth knowledge of archival principles and practices and experience of digitisation of historic documents, images, and materials.</li> <li>• Knowledge of digital imaging and metadata standards, and digital management of collections.</li> <li>• Knowledge of preservation and conservation of materials</li> <li>• Knowledge of archival/history community participatory projects.</li> <li>• Knowledge of volunteer programmes</li> <li>• An understanding of the principles of research and content integrity.</li> <li>• Knowledge of the principles and application of legislation relating to archives, e.g. Data Protection and Copyright</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the not-for-profit sector, preferably knowledge and interest in the botanical heritage and environmental sectors.</li> <li>• Knowledge of Birmingham and/or garden history</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Solid professional experience working with archival and/or similar capacity.</li> <li>• Demonstrable experience of establishing priorities and working alone or as part of a team to get things done.</li> <li>• Experience of managing a participatory heritage project with volunteers.</li> <li>• Experience of using IT/software for data management systems, imaging editing software, scanners etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Delivered a successful project with a focus on garden, heritage, museum, horticultural or related subject matter</li> <li>• Experience of putting together research information for interpretation and learning purposes.</li> </ul>

	<ul style="list-style-type: none"> <li>• Experience of archival or local heritage community project with volunteers.</li> <li>• Excellent IT skills, data management experience with experience of MS Office software, and able to use databases</li> <li>• Experience of managing staff/volunteers</li> </ul>	
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Degree educated or with demonstrable experience and in-depth understanding of an independent heritage/charitable organisation.</li> <li>• Archival qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Degree and Postgraduate qualification in the humanities, history or science, or field relating to Horticultural history and /or technology.</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Skilled in archive material and information management within a botanical/arts/heritage/culture setting.</li> <li>• Archival research skills</li> <li>• Skilled in use of IT/systems information management</li> <li>• Ability to manage and deliver a project working with volunteers and others</li> <li>• Good communication skills, written and verbal</li> <li>• Ability to multi-task, prioritise and solve problems on own initiative.</li> <li>• Ability to prioritise under pressure and meet tight deadlines.</li> <li>• Very high standards of accuracy and attention to detail</li> <li>• Ability to work alone and in a team</li> </ul>	<ul style="list-style-type: none"> <li>• Research skills</li> <li>• Managed a successful community engagement project.</li> <li>• Understanding of the Environmental and sustainability context</li> <li>• Understanding of approaches to interpretation and learning outcomes and objectives</li> </ul>

<p><b>Accountabilities</b></p>	<ul style="list-style-type: none"> <li>• The Archive Development Officer will support the Head of Engagement &amp; Learning in delivering successful interpretation, Learning and Activity Plan as part of BBG's Major Project.</li> <li>• The Archive Development Officer will provide images and information to support public engagement and activities at BBG.</li> <li>• The Archive Development Officer will make practical working arrangements with Birmingham Library/Archives to access and preserve the BBG collections.</li> <li>• The Archive Development Officer will manage access to the BBG library and archival resources on site.</li> <li>• The Archive Development Officer will manage information/database in accordance with the relevant regulation.</li> <li>• The Archive Development Officer will manage volunteers as requested</li> <li>• The Archive Development Officer will demonstrate an active commitment to Equality, Diversity and inclusion.</li> </ul>	
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