

# Londonderry YMCA Ltd

## Candidate Information Pack

**Job Title:** Archivist, Preserving our past, Inspiring our future.

Ref number: Heritage25



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## **Background and Context**

Londonderry YMCA Ltd is a full-time voluntary youth and community centre situated within Drumahoe village. It provides services for children, young people and their families to grow, develop and flourish. Londonderry YMCA was formed in 1856 and its first facilities were within the City on the site of the current Millennium Theatre. Londonderry YMCA is part of the national, European and worldwide YMCA movement, which is the oldest and largest youth organisation in the world. We are presently based in Drumahoe on a massive 20-acre site, which includes, our youth and community facilities, and a daycare for children aged 0-11 within the childcare and the out of schools programmes.

We are now moving into our most effective period, where we complement all that is good about our city and the North West. This is driven by the organisation's *vision* of a world where children, young people, their families and communities flourish in body, mind and spirit. The vision is supported and developed within the Londonderry YMCA's *mission*:

- To facilitate the creation of inclusive communities where everyone feels welcomed, accepted and inspired as co-creators in our community; and
- To provide life-enriching opportunities for children, young people, and their families and communities through a holistic approach.

The Londonderry YMCA is a full-time Voluntary Youth and Community Centre situated within Drumahoe Village engaging members and visitors from Waterside and Faughan District Electoral Areas, which includes neighbourhood renewal areas, interface areas and areas of high deprivation.

Londonderry YMCA has been delivering youth provision for over 30 years and community work for over 168 years. Our youth programmes are at the heart of the community, operating youth provision within the Drumahoe area and outreach projects within the surrounding communities. In line with the Department of Education's Priorities for Youth, and the Youth Work Curriculum Northern Ireland, the focus for the age range 4-9 is through general youth work provision and for age ranges 9-13 and 14-18 our focus is on the targeted provision of youth work activities, by offering programmes that enhance the personal capabilities of each young person.

We work from the premise that we begin where the young people are at, to become co-creators enabling them to voice their ideas and attitudes and supporting them to make positive life choices. Whilst capturing the active participation of young people in all areas of programme delivery, we encapsulate the personal and social development of the young people, empowering them to challenge their ideas and become critical thinkers.

The activities on offer range from generalistic provision to summer schemes, school-based work, health and wellbeing projects, good relations projects, social action projects and family events. All our work supports the promotion of youth development, healthy living, and community engagement.

## **About the Heritage project**

The Londonderry YMCA has been a cornerstone of the local community for 165 years, and this one-year heritage project aims to capture and celebrate this rich history. As we commemorate the

40th anniversary of our Drumahoe site, we are committed to ensuring our historical records are preserved, accessible, and can inform and inspire future generations.

This project has several key interconnected objectives:

- **Community Engagement:** Establishing a Volunteer Heritage Committee to actively involve past and present members, including young people, in the project.
- **Commemoration:** Organising events to mark these significant milestones and showcase the project's achievements.
- **Historical Presentation:** Creating a visual timeline display to highlight the YMCA's 40-year history at Drumahoe.
- **Archival Development:** Implementing robust systems for the management, preservation, and accessibility of our historical materials. This is where the expertise of the recruited Archivist will be central.
- **Organisational Capacity Building:** Providing training to staff and volunteers to ensure the long-term sustainability of the archive.
- **Future Planning:** Developing a roadmap to further explore the organisation's full 165-year history.
- **Physical Heritage:** Restoring a heritage fireplace as a tangible link to the past.

# Job Description

## Job Purpose

The Archivist will be responsible for the acquisition, preservation, management, and accessibility of historical and contemporary records. The role requires the development of archival collections, ensuring their long-term preservation, and making them accessible to internal and external users. This position also involves providing professional advice on record-keeping and contributing to public engagement initiatives through exhibitions, outreach, and educational programs.

The Project Archivist will also have the responsibility to promote the aims and objectives of Londonderry YMCA Ltd and to work collaboratively with other agencies in the area.

<b>Post Title</b>	Project Archivist- Londonderry YMCA Heritage
<b>Salary</b>	£15.18 to £16.59 per hour + 5% employer pension contribution
<b>Hours</b>	The successful applicant will be required to work a total of 25 hours per week
<b>Term</b>	1st May 2025 to 17th April 2026
<b>Qualifications</b>	A recognised postgraduate qualification in Archives and Records Management or equivalent. Minimum of 2 years of experience in archival work or a related field Proven experience in the appraisal, cataloging, and management of archival collections. Experience with digital preservation techniques and systems. Knowledge of relevant legislation, such as GDPR, copyright law, and Freedom of Information.
<b>Location</b>	Londonderry YMCA
<b>Responsible To</b>	Project Coordinator
<b>Responsible For</b>	The Archive element of the Londonderry YMCA Heritage Project working alongside the project coordinator
<b>Interviews</b>	Wednesday 21st May 2025

## Duties & Responsibilities

### 1. Collection Management

- Appraise, acquire, and catalogue records of historical, legal, administrative, or research significance.
- Develop and implement systems for the effective storage, conservation, and retrieval of records in physical and digital formats.
- Oversee the digitisation of archival materials to enhance accessibility.

### 2. Preservation and Conservation

- Assess the physical and digital condition of records and implement preservation strategies to ensure their longevity.

- Liaise with conservation specialists to undertake restoration and preservation projects where necessary.
- 3. **Accessibility and User Engagement**
  - Organise and describe collections to ensure ease of access for users.
  - Assist researchers, staff, and members of the public with enquiries related to the archive.
  - Develop and deliver educational resources, exhibitions, and outreach programs to promote the archives.
- 4. **Records Management Advice**
  - Provide guidance and training on best practices in records management to internal departments.
  - Ensure compliance with relevant legislation, including data protection and copyright laws.
- 5. **Policy and Strategic Development**
  - Contribute to the development and implementation of archival policies and procedures.
  - Collaborate with colleagues to identify and secure funding opportunities for archive projects.
- 6. **Other Duties**
  - Maintain professional knowledge and stay up-to-date with advancements in archival science and records management.
  - Represent the organisation at professional events, conferences, and networks.
  - To represent the organisation locally and nationally at YMCA Ireland and other external organisation events and training.

*The Job Description will be subject to review in the light of changing circumstances and is not intended to be rigid or inflexible but should be regarded as providing guidelines within which the individual works*

# Qualifications and Experience

Candidates can demonstrate their experience by one of the two available options as at the closing date:

## Experience:

- A recognised postgraduate qualification in Archives and Records Management or equivalent.
- Minimum of 2 years of experience in archival work or a related field
- Proven experience in the appraisal, cataloging, and management of archival collections.
- Experience with digital preservation techniques and systems.
- Knowledge of relevant legislation, such as GDPR, copyright law, and Freedom of Information.

## Desirable Criteria

1. Membership of a relevant professional body (e.g., Archives and Records Association or equivalent).
2. Experience in grant writing or securing external funding for archival projects.
3. Familiarity with current trends and developments in archival science, including AI and machine learning applications in archival work.
4. Experience in organising public engagement initiatives, such as exhibitions or workshops.

## Skills and Knowledge:

- Excellent organisational skills with the ability to manage multiple projects and deadlines.
- Strong IT skills, including familiarity with archival management software and digital preservation tools.
- Outstanding research and analytical skills.
- Ability to develop and implement efficient cataloging and retrieval systems.
- Excellent written and verbal communication skills, including the ability to present information to a variety of audiences.
- Knowledge of relevant legislation, such as GDPR, copyright law, and Freedom of Information.

***The Selection Panel reserves the right to enhance the criteria to facilitate a manageable shortlist.***

## Personnel Specification

This section outlines the qualifications, skills, knowledge, and personal attributes required for the Archivist role. Candidates will be assessed based on the criteria below, through their application and at the interview stage.

## Skills and Competencies:

- Excellent organisational and project management skills, with the ability to prioritise tasks and meet deadlines.
- Strong interpersonal and communication skills, including the ability to present information effectively to different audiences (written, verbal, and digital).

- Ability to work independently and collaboratively as part of a team.
- Proficiency with archival management software and IT systems, including Google Suite, email management, and project tracking tools.
- Excellent problem-solving skills, with the ability to adapt plans when required.
- Strong organisational and time management skills
- Excellent communication and interpersonal skills
- Strong focus on detail and ability to manage multiple tasks simultaneously
- Willingness to work flexible hours as needed

## Knowledge:

- Knowledge of heritage management practices, cultural preservation, and public engagement in the heritage sector.
- Awareness of diversity and inclusivity issues, ensuring representation and accessibility within heritage projects.
- Understanding of legislation and policies related to heritage projects, including data protection, health and safety, and safeguarding.
- Knowledge of best practices in archival preservation and organisation

## Personal Attributes:

- A proactive and methodical approach to work with high attention to detail.
- Ability to work independently and collaboratively as part of a team.
- Commitment to delivering excellent customer service.
- Passion for preserving cultural and historical heritage.
- Committed to working within an equal opportunities framework and to the Aims and Purposes of the Londonderry YMCA.

## Other Requirements

### The successful candidate will be required:

- ★ To demonstrate willingness to undertake job-related training as and when required.
- ★ Applicants must have access to transport to fulfil the requirements of the post.

## Assessment Methods:

The selection panel will assess candidates based on the following:

- **Application Form:** Evidence of meeting essential criteria.
- **Interview:** Demonstration of skills and knowledge through scenario-based questions or tasks.
- **References:** Confirmation of skills, experience, and suitability from previous employers or supervisors.

*Please note the onus is on candidates to provide sufficient detailed information on their application forms to demonstrate how they meet each of the criteria. Failure to do so may result in a candidate not being shortlisted since Selection Panels cannot make assumptions in the absence of essential information.*

## Disclosure Of Criminal Background

This post involves 'regulated activity' under the Safeguarding Vulnerable Groups (NI) Order 2007, therefore the YMCA will be required to undertake an Enhanced Disclosure of Criminal Background.



\*Regulated Activity is work (whether in a paid or voluntary capacity) which involves contact with children or vulnerable adults and is: of a specified nature; in a specified role; in a specified place and meets the frequency (once a month or more) and intensiveness (3 days or more in a single 30 day period) test

Further details concerning legislative requirements can be accessed on <https://www.nidirect.gov.uk/articles/using-criminal-record-check>.

## Application Form

To apply for this post please complete the Google Form at this link: [Application form](#)

Within the application form there will be links to the declaration and consent form for regulated activity and equal opportunities form.

A link to a document version of the application form is below. To edit the document you will need to make a copy of it or download it to your computer/phone.

[View only application form.doc](#)

*Please note that applications must be submitted through the Google form. Applications received in any other format will not be accepted.*

## References

This appointment will be subject to satisfactory references being received. One reference should be from a person who can comment on your suitability to work with children/young people in a Youth Work setting. The Londonderry YMCA Ltd will seek references from present/previous employers for posts involving 'regulated activity'.

### **Late Or Faxed Application Forms Will Not Be Accepted**

All application forms, declaration and consent forms for regulated activity and Equal Opportunities forms must be submitted via Google Forms **no later than 12.00 noon Monday 19th May 2025.**

***Londonderry YMCA Ltd is an equal opportunities employer***





# Creating positive memorable experiences for all.



Londonderry YMCA's vision is a world where  
children, young people, their families and  
communities flourish in body, mind and spirit.

CCNI No: NIC 108249, Company No: NI643709

