

PLEASE NOTE

FOR THE ATTENTION OF ALL APPLICANTS

1. Applicants must state clearly, at the top right corner of their application form(s), the post for which they are applying.
2. Applicants who have not received a reply within 8 weeks of forwarding their form(s) have been unsuccessful.

JOB DESCRIPTION
ARCHIVIST/HISTORIAN

HOURS 35 pw
SALARY £9000 p.a

Starting Date : Negotiable.

This post will involve the following duties:

1. The Historical Archive The successful applicant will be responsible for the expansion of the existing tape, documentary and photographic archive.

2. Oral History/Reminiscence The development of the oral history and reminiscence project.

3. Distribution Distribution of current and future publications produced by the Irish in Britain History Centre.

4. History Meetings The organization and servicing of monthly lectures and occasional courses and conferences.

5. Liason The person appointed will be expected to represent the Irish in Britain History Group on various committees, to maintain existing, and establish new links with the Irish community and to attend some evening meetings.

6. Management Committee To facilitate the Management Committee in their role as managers.

For the above post computer skills would be preferred.