

## Gunnorsbury Development Trust & CIC Shared Purpose

### Our Vision

To make Gunnorsbury an outstanding, sustainable green space, celebrating its unique heritage and providing a wide range of educational and cultural activities, events and facilities accessible to all members of the community.

### Our Mission

To conserve, manage and develop Gunnorsbury Estate as a sustainable, recreational, cultural, and educational resource for the benefit of, and in partnership with, all our local communities.

### Our Values

#### We are Inclusive:

We value difference and strive to be accessible and remove barriers to inclusion.

#### We are Collaborative

We pull together to achieve shared goals and ambitions.

#### We are Passionate

We are proud to care for Gunnorsbury and want to inspire this same pride in others.

#### We have Integrity

We are open, honest and transparent and always conscious of our responsibilities to present the varied heritages and cultures of our communities.

#### We are Resilient

We plan for the future and adapt to meet new challenges.

#### We are Imaginative

We find creative, thought-provoking ways to reach out and connect with all stakeholders.



## How the Trust will achieve our aims:

### **Guardianship**

We undertake initiatives that preserve and protect the museum collections, historic buildings, gardens and natural habitats of Gunnersbury Estate to ensure its full value is accessible to all, and maintained into the future.

### **Sharing our Heritage**

Gunnersbury is a place for learning and discovery. We work closely with our communities to share and showcase the rich history and heritage of our local area and the people who make it special. Together, we tell the stories of the many cultures and histories that shape our community, creating a space where visitors can connect with and explore their shared past.

### **Sustainability**

We work collaboratively with specialists and partners to promote biodiversity and conserve nature, develop climate change resilience and reduce carbon consumption across the historic structures, landscape and natural environment of the park.

### **Working in Partnership**

We provide opportunities for volunteering and upskilling, collaborate with local communities and forge authentic, long-standing relationships through which we can preserve and promote Gunnersbury Park and Museum as a place for all.

### **Diversity, Inclusion, Equity and Belonging**

Everyone should feel welcome at Gunnersbury. We will remove barriers to inclusion, prioritise accessibility and ensure this is a safe space where people feel inspired by West London's rich multi-cultural aspects evidenced both in the long, rich history of this Estate, and in all that the park and buildings have to offer today.

## How the CIC will achieve our aims:

### **Social Entrepreneurship**

Creatively using business and commercial skills to underpin the financial sustainability of Gunnersbury to ensure its long-term future. We are not afraid to experiment, and to learn from our mistakes.

### **Sustainability**

We leverage heritage buildings and landscape responsibly to raise the capital necessary for the estate to respond to the changing needs of our society and climate, to regenerate its listed buildings and build biodiversity.

### **Diversity, Inclusion, Equity and Belonging**

Everyone should feel welcome at Gunnersbury. We will remove barriers to inclusion, prioritise accessibility and coordinate and manage the delivery of events and activities to maximise the benefits of Gunnersbury as a cultural, recreational and sporting facility for all.



## About us

Our founding objective as a charity is to support the preservation, conservation and interpretation of the Museum collections, historic buildings and landscape of the Gunnersbury estate for the public benefit, to advance education through the development of the museum services and to support the provision of sporting and leisure facilities for the enjoyment and benefit of all.

Gunnersbury Museum and Park Development Trust, a registered charity, manages 72 hectares of grade II\* listed parkland and 21 listed buildings and structures, in west London.

Our heritage assets are an impressive mix of 18<sup>th</sup> and 19<sup>th</sup> century buildings including a regency manor house, which is home to a one of London's largest local history museums which has Arts Council England NPO status. We're proud of our museum education and community programmes and our special exhibition reflecting the diverse histories of West London.

Our parkland has been awarded Green Flag and London In Bloom Gold and we have ambitions to become the most sustainable managed park in London, exploring ways to mitigate the impact of climate change, enhance our biodiversity and develop onsite energy generation.

We have established Gunnersbury as one of West London's premier outdoor venues for large scale music concerts welcoming international artists across all genres from pop, dance and R&B to hard rock and Indie.

Our heritage venues host weddings and celebrations as well as corporate hires, also we are regularly used as a filming location, featuring on numerous TV shows and movies.

Above all, we're committed to our role as stewards of the facilities at Gunnersbury which we manage for the benefit of the whole community.

## Diversity and Inclusion

We serve some of the most diverse areas of West London and are committed to reflecting local communities in our programming, our museum collection and our workforce.

Our Trustees and staff are determined to grow a diverse and inclusive workforce which reflects those communities we place at the heart of our work.

# Archivist

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| Job Title:       | <b>Archivist</b>  |
| Reports to:      | <b>Head of Museum Services</b>  |
| Responsible for: | <b>Contractors, Volunteers as required</b>                                      |
| Salary           | <b>£39,000 + benefits package</b>   |
| Hours:           | <b>37.5 hours/week. Occasional evening and weekend working may be required.</b> |
| Location:        | <b>Gunnersbury Park and Museum</b>  |

## About the Role

We are looking for an experienced and enthusiastic Archivist who can manage the delivery of Gunnersbury Park and Museum Trust's (GPM) archive services, working towards Archive Accreditation and supporting a programme of outreach, exhibitions and events. The postholder will have an exciting opportunity to embrace digitisation initiatives, improve the accessibility of our collections, and work alongside colleagues to develop the service.

## About You

You will be working with external partners, communities and volunteers to maximise engagement and access to with the Trust's collections. The role also provides specialist support to the wider Gunnersbury team.

You will be experienced in managing archival collections including creating catalogue records, digitisation, time management and meeting deadlines. You will have experience working independently, in a team, and with volunteers. You will hold a relevant archive qualification and have relevant experience in an archives related role.

## Key Responsibilities

- Manage archive collections, including storage, preservation, acquisitions, disposal, retrievability, preservation, rights management, loans, documentation and cataloguing within industry standards (ISAD(G)), ensuring that the best service is provided within allocated resources and guidelines
- Manage the digitisation of GPM's archive collections, ensuring the appropriate selection of material and managing volunteers and third-party workflows accordingly
- Work with the Head of Museum Services to develop an approach for the recording and preservation of all digital assets in the collection
- Work with the Head of Museum Services to secure Archives Accreditation for the service
- Ensure excellent customer service, effective and easy visitor journeys across all contact points with the Archive
- Lead the implementation of standard opening hours for the archiving, including operating procedures

- Proactively identify and submit funding bids to enable acquisition, digitisation and promotion of our collections and manage delivery of grant-funded projects
- Ensure the migration of existing records and data to Collections Index+
- Support the wider Museum Services team in the development of museum exhibitions and display strategy for both the Museum and wider site
- Work with the Curatorial and Communities teams to develop content and themes for exhibitions, displays, programming, and digital content, taking on project management when delegated
- Work closely with the Community Engagement Manager to deliver engagement activities that increase use of the archive to non-specialist and audiences currently underrepresented in across the museum and archive
- Manage grant-funded archival and freelancers posts as required
- Support Community Engagement Manager and Volunteer Manager with planning and delivery of engagement activities associated with the archive service
- Manage resources within budget
- Conduct research into the Archive including working with the curatorial team to identify gaps in our collections and formulate plans to address these
- Oversee the identification of collections in need of conservation and management of treatment via third parties and required

## General Responsibilities

- Monitor project progress against targets, providing reports to Head of Museum Services as required
- Communicate and collaborate effectively with colleagues across the museum and wider organisation
- Ensure Gunnersbury embraces best practice in response to locally and nationally recognised initiatives on engaging diverse audiences with archives
- Work with Curator to answer general enquiries from the public and internal colleagues
- Share knowledge of the collection and its stories with colleagues across the Museum and wider organisation through a range of channels
- Collaborate on design and delivery of workshops for volunteers and members of the community
- Undertake other duties which may be reasonably requested by the Head of Museum Services, and which are compatible with the overall scope and authority of the role

## Key Relationships

### Reports to

- Head of Museum Services

### Internal Relationships:

- Curator
- Community Engagement Manager
- Volunteer Manager
- Digital Producer
- Visitor Engagement Manager
- Volunteers

## External relationships

- Consultant Community Facilitators
- External funders
- Archive Depositors
- Attendees at engagement events

## Person Specification

| Qualifications, skills, knowledge and experience  | Essential | Desirable |
|---|-----------|-----------|
| Postgraduate qualification in archive administration (Masters or PGDip in Archives and Records Management or similar) with experience of archival work            | x         |           |
| Experience of Collections Index+ or equivalent collections management system  | x         |           |
| Experience of managing an archival collection including administering public access   | x         |           |
| Experience of processing large volumes of paper material and oral history materials   | x         |           |
| Good knowledge of GDPR, its associated legislation and its practical application in an archival context   | x         |           |
| Understanding of the handling and preservation needs of modern records  | x         |           |
| Good understanding of national and international archival standards and their practical application   | x         |           |
| Excellent general IT skills and experience of specialist cataloguing software   | x         |           |
| Excellent written and verbal communication skills   | x         |           |
| Accuracy and attention to detail  | x         |           |
| Excellent organisational and time management skills and the ability to prioritise tasks to meet deadlines   | x         |           |
| Self-motivated with the ability to manage own workload as well as work as part of a team  | x         |           |
| Experience of managing staff and volunteers   | x         |           |
| Commitment to ensuring the widest levels of archival access and demonstrable interest in broadening participation of diverse communities in archives and heritage | x         |           |
| Project and change management experience  |           | x         |
| Experience working with community groups and young people   |           | x         |
| Experience delivering training in archive skills  |           |           |
| Experience participating in co-production activities  |           | x         |
| Knowledge of Archival Accreditation Standards   |           | x         |
| Experience of securing funding grants   |           | x         |
| Experience in design and delivery of training and workshops for volunteers  |           | x         |

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| and members of the community  |  |   |
| Experience of increasing engagement and diversifying audience reach                               |  | x |
| Experience in broadening participation of diverse communities in archives and heritage            |  | x |
| Interest in local history of Ealing and Hounslow or willingness to develop knowledge in this area |  | x |
| Skills and experience in writing exhibition text for a variety of non-specialist audiences        |  | x |

## How to Apply

To apply for the role of Archivist please send your CV and a cover letter outlining how you meet the requirements of the role to [recruitment@visitgunnersbury.org](mailto:recruitment@visitgunnersbury.org) with subject: "Archivist", [Your name]"

The deadline for applications is midnight 27<sup>th</sup> July 2025. Applications received after this deadline will not be considered. Interviews are anticipated to take place 11<sup>th</sup> -15<sup>th</sup> August 2025 at Gunnersbury Museum.