



Lincoln College

UNIVERSITY OF OXFORD

FURTHER PARTICULARS

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| Job Title | Archivist |
| Contract Type | Permanent, part time, 3 days a week (22.5 hours per week) |
| Responsible to | Fellow for Historic Collections and Bursar |
| Salary | £26,390 – £28,667 (equivalent to full-time £43,984-£47,779). The salary is dependent on experience. |
| Benefits | <p>18 working days paid leave, pro rata, in each year. One week must be taken at Christmas and the remainder to be taken at such time or times as shall be mutually convenient, and agreed in advance with the Bursar.</p> <p>Enrolment in the Oxford Staff Pension Scheme (OSPS).</p> <p>The College provides lunch, free of cost. The Archivist will have membership of the Senior Common Room, with dining rights out of term.</p> <p>Other benefits include access to an Employee Assistance Programme and the College cycle and bus pass schemes.</p> |

The College

Lincoln College was founded in 1427 in the University of Oxford and is a self-governing institution in which the ultimate authority for all decisions rests with the Governing Body. The College will celebrate its 600th anniversary in 2027-28. As we celebrate this anniversary, there are a number of books and papers being written about aspects of the College's history.

Lincoln has 650 students in residence, of whom around half are graduates. The College is a popular choice for both undergraduates and graduate applicants to the University. Lincoln College is located on an attractive historic site in the centre of Oxford, with excellent access to university libraries and the university's departments and faculty buildings. More information about the College can be found on its website, www.lincoln.ox.ac.uk.

The Role

The archives of Lincoln College start from before the foundation of the college in 1427. Up to the mid-19th century the archives consist mostly of the college's core business and estate records. From the mid-19th century, the archives also contain administrative records, records relating to students, fellows, and societies, as well as correspondence, photographs, ephemera and college publications.

Alongside these, there are numerous modern personal papers and collections relating to former members of the college. The Archivist is also the point of contact for works of art in the college.

The archives are located at Museum Road in purpose-converted strongrooms. Lincoln College has a membership with the Oxford Conservation Consortium, and a programme of preventative and remedial conservation is underway. There are opportunities for the digitisation of suitable archives alongside a programme of digital records preservation using specialist software. There are many opportunities for the promotion of the collections both internally and externally. Lincoln College Archive received accredited status by The National Archives in November 2023.

The Archivist is an *ex officio* member of the termly Historic Collections Committee which meets termly, convened by the Fellow for Historic Collections and chaired by the Rector, and reports to Governing Body.

The main duties of the role will be to:

- Be responsible for all aspects of management of the archives, including acquisitions, cataloguing, access, and storage.
- Provide a written termly report to the Historic Collections Committee.
- Catalogue archives using Epexio cataloguing software.
- Liaise with donors as required.
- Make the archives accessible for researchers within and beyond the College community.
- Deal with enquiries appropriate to the archives from within the College, from the academic community, and from the general public, in compliance with the requirements of Copyright, Data Protection and Freedom of Information legislation.
- Review and implement the policies for the collection, care, and retention of archival materials.
- Liaise with Oxford Conservation Consortium staff on all aspects of conservation and preservation, and to advise the College on the long-term preservation and conservation of the archives by all appropriate means.
- Manage the archive spaces (office and strongrooms) in line with best practice for environmental conditions, integrated pest management, and risk minimisation.
- Advise on the management of records in the College: liaise with staff and College Officers to ensure that information asset registers are up-to-date; discuss record-keeping with College departments; ensure compliance with data protection requirements.
- Be responsible for the storage of semi-current records, their retrieval, and final destruction or transfer to the archive.
- Maintain a high level of visibility for the 'DigiSafe' digital preservation platform to ensure the timely transfer of digital records by college departments, including provision of training and guidance to departmental staff on transferring records as required.
- Advise record holders on matters relating to compliance with legislation, especially copyright, Data Protection and Freedom of Information, working with the Bursar and the Data Protection Officer.

- Maintain records of the College's works of art, liaising with researchers, College departments, conservators, and external agencies (such as ArtUK), as necessary.
- Manage requests for the reproduction of images in the College's archives and art collections and to report such use to the Historical Collections Committee termly.
- To promote the use of the archives within College and beyond in liaison with the Fellow for Historic Collections, librarians, Development Office, and other College offices. Such promotion includes producing talks, exhibitions, articles, presentations, and web content as required, often by contributing to the virtual historic collections platform, *Lincoln Unlocked* (<https://lincoln.ox.ac.uk/discover/lincoln-unlocked>).

This list is not exhaustive and the postholder will be expected to undertake any other duties as reasonably directed by the Fellow for Historic Collections and the Bursar.

The Candidate

The ideal Archivist will have the following attributes:

- A recognised post-graduate qualification in Archive Administration.
- Relevant experience in an archive, preferably in an academic or related environment.
- The ability to work independently with a high level of motivation and commitment.
- Excellent interpersonal and communication skills, both written and verbal.
- Ability to work accurately with attention to detail.
- Excellent organisational and planning skills.
- Good IT skills, including Microsoft Office, and experience of using digital preservation platforms and collections management software.
- A generalist's ability to work with anything from medieval records, and charters and deeds, to modern papers and digital records.

Application Process

Candidates should submit the following documents by closing date of 20 October, 2025:

- A completed Application Form (available on the College website) including the names and contact details of two referees, **one of whom must be your current or most recent employer**. We will assume that we may approach them at any stage unless you tell us otherwise.
- A covering letter, explaining your interest in the post and demonstrating how you meet the requirements of the person specification.
- An up-to-date CV.

Data Protection

Personal data is processed in accordance with Lincoln College's Privacy Policy which is available at www.lincoln.ox.ac.uk/Privacy-Policy

Equal Opportunities

Lincoln College is an Equal Opportunities Employer. Conduct against fellow employees and College members which is offensive or detrimental to them on grounds of age, colour, disability, ethnic origin, marital status, nationality, national origin, parental status, race, religion or belief, gender, or sexual orientation will not be tolerated.

Other Information

The appointment will be conditional on verification of the successful candidate's availability for employment in the UK.

The successful candidate will be required to complete a confidential medical questionnaire which will be forwarded to our Occupational Health Department who will assess their fitness to perform this role.

Any enquiries related to these further particulars should be directed in the first instance to the HR Department: hr@lincoln.ox.ac.uk.