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|  | **HIGH LIFE HIGHLAND**  **JOB DESCRIPTION** |

**JOB TITLE**: Family Historian

**SALARY**: £29,047 - £32,359 (per annum, pro rata)

**LOCATION:** Highland Archive and Registration Centre, Inverness

**HOMEWORKING:** This post is not suitable for homeworking

**RESPONSIBLE TO:** Senior Archivist

**JOB PURPOSE:** To deliver an innovative and engaging family history service both in person, and through a variety of digital platforms.  
  
To deliver an engaging and innovative programme of online classes, talks and learning resources in person, and via digital platforms.

To deliver family history training to archive staff across Highland Archive Service and support the delivery of an engaging and customer focussed family history service.

**KEY DUTIES AND RESPONSIBILITIES INCLUDE:**

1. To contribute to the continued development of the Highland-wide Hub and Spokes Strategy for Archives, in particular, to take a pro-active approach to the development and delivery of the family history service both in-person and through a variety of digital platforms.
2. To deliver both in-person and virtual 1-1 family history consultations to customers including the creation of bespoke family trees and detailed reports.
3. To respond to enquiries from members of the public in person, on the telephone, by post and email.
4. To create, develop and deliver engaging learning activities with a particular focus on family history classes, both in person and online.
5. To publicise the work of the Family History Centre through exhibitions, presentations, publications, social media, and other means.
6. To develop and supervise the training of other archive staff based across Highland Archive Service through in-person and online tutorials and to support all their family history training needs.
7. To work with the Community Engagement Officer to create, develop and deliver family history content for digital engagement, learning activities, and community events.
8. To make connections and build relationships with local communities, businesses and heritage providers in order to promote the Archive Service throughout the Highlands and beyond.
9. To work closely with the Highland Family History Society and the Highland Council’s Registration Service in the delivery of a comprehensive and pro-active service to family history researchers at Highland Archive Centre.
10. To assist with the monitoring and collation of performance statistics and to maintain statistics and records regarding family history income, customers engagements and enquiries as required.
11. To undertake administrative duties including cash handling, banking and financial processing and other duties associated with the operation of the Archive Service.
12. To have regard to the implementation of appropriate Health and Safety measures particularly within public areas.
13. The post holder must be prepared to work flexibly and on occasion outside normal office hours, including evenings and weekends.

**Other Duties:**

You may be required to perform duties, appropriate to the post, other than thosegiven in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

**Date:** July 2024

*High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.*

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|  | **HIGH LIFE HIGHLAND**  **PERSON SPECIFICATION** |

**JOB TITLE:** Family Historian

**LOCATION:** Highland Archive and Registration Centre, Inverness

**ESSENTIAL ATTRIBUTES:**

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:-

1. **EXPERIENCE**

* Experience of working in family history services.
* Experience of working with the public.
* Experience of supervising staff and volunteers.
* Experience of working with a wide variety of stakeholders.

1. **EDUCATION AND QUALIFICATIONS**

* Educated to degree level or having 5 years’ experience of family history research for clients.

1. **SKILLS/ATTRIBUTES GENERAL**

* Good presentation skills.
* The ability to implement appropriate Health and Safety requirements.
* The ability to travel around the Highlands.

1. **SKILLS/ABILITIES SPECIFIC TO THE POST**

* Good ICT skills and familiarity with on-line genealogical resources particularly ScotlandsPeople.
* The vision to assist in the development of the Highland Archive and Registration Centre as an integrated part of the Highland-wide Hub and Spokes Strategy for Archives.
* Excellent research, writing and presentation skills.
* The ability to respond to family history enquiries of a confidential nature with sensitivity and discretion.
* The ability to oversee the day-to-day operation of the public service.
* The ability to respond to enquiries from members of the public in a timely manner, and with courtesy and efficiency and to meet service delivery targets.
* Holder of a full driving licence with access to a vehicle or ability to provide personal transport.

1. **INTERPERSONAL AND SOCIAL SKILLS**

* The ability to supervise other staff and volunteers and assist in their training.
* Excellent interpersonal and communication skills in dealing with a range of audiences.
* An effective and confident communicator.
* The ability to engage, inspire and motivate.
* The ability to communicate clearly and to put people at their ease.
* The ability to work alone and as part of the wider Highland Archive Service team.