**JOB DESCRIPTION: DISTRICT ARCHIVIST**

This is a volunteer position open to members of the Methodist Church within the Bedfordshire, Essex and Hertfordshire District of the Methodist Church in Britain. The District Archivist is appointed by the Synod on the nomination of the District Policy Committee. The appointment is renewable annually by mutual agreement for a period not exceeding six years.

The post is home-based and there is no remuneration, though authorised expenses will be reimbursed on the presentation of receipts. There are no regular hours of work but it is envisaged that the role will occupy on average the equivalent of two days per month. The post holder will be responsible to the District Policy Committee, which will appoint a supervisor.

**Person Specification**

*Essential requirements*

* Interest in Methodist history and the preservation of Methodist records and artefacts of historical significance;
* Some knowledge of Methodist Church governance structures and procedures;
* Excellent verbal and written communication skills;
* Flexibility in approach to patterns and hours of work;
* Self-motivation and ability to work without close supervision using appropriate initiative;
* Access to internet and email communications;
* Effective use of Word processing software;
* Availability to attend occasional meetings at District office and Methodist Church House;
* Commitment to undertake occasional training and development opportunities.

*Desirable requirements*

* Previous experience of archiving or record preservation in a church or other context.

**Key Responsibilities:**

* Provide policy advice and guidance to the District Chair and Synod Secretary concerning the preservation of district records in Connexional archives and/or other archives;
* Provide policy advice and guidance to circuit archivists and/or superintendents concerning the preservation of circuit and local church records in county record offices;
* Receive and disseminate communications and information from the Connexional Liaison Officer for Methodist archives and from other relevant sources;
* Encourage and promote good practice within the District concerning the preservation of Methodist records and artefacts of historical significance.

*26 May 2017*