

JOB DESCRIPTION

Job Title:	Archive Review Officer (Historic Safeguarding)
Responsible to:	Director of Finance and Operations
Salary:	£16,000 - £20,000 for 2.5 days (£32,000 – £40,000 FTE) per annum depending on experience
Location:	London SE1/Swindon SN3
Hours of work:	Part- time (17.5 hours per week) 1 year contract*

**USPG is open to applicants who wish to vary the timeframe over which this work is undertaken, including working full-time for 6 months. It is willing to explore the possibility of someone undertaking this work as a freelancer.*

The package also includes:

- 8% employer contribution to a pension
- 25 days annual leave, plus bank holidays and additional leave during the Christmas week pro rata
- Season Ticket Loan
- Flexible working

About USPG:

USPG is the Anglican mission agency that partners churches and communities worldwide in God's mission to enliven faith, strengthen relationships, unlock potential and champion justice. You can find out more about our work by visiting www.uspg.org.uk

About the Role:

This role involves working through the personnel archives of USPG and undertaking a safeguarding review of historic files of USPG missionaries and other personnel. The person appointed will need to be highly systematic with excellent attention to detail. They will need an inquisitorial mind and some safeguarding knowledge. Potential professional backgrounds include social work, health, education and archive research.

The person appointed will work closely with our Archivist, Catherine Wakeling and the Director of Finance and Operations (organisational Safeguarding Lead), Vijay Christian, and will report several times a year to the Historic Safeguarding Review Committee. The work will take place in 5-11 Lavington Street SE1 0NZ and at the USPG offices at 5 Trinity Street, SE1 1DB and the Bodleian storage facility at Bodleian Libraries Book Storage Facility (BSF), Thornhill Road, South Marston, Swindon, SN3 4RX.

Role responsibilities:

- To establish a clear chronological understanding of the safeguarding processes that existed historically to facilitate the interpretation of the files, identifying the personnel processes in place in 1977 and all subsequent amendments, including to the Missionary Regulations;

- To carry out a review of the files covering 45 years from 1977-2023, but working through the files in reverse chronological order, and prioritising files relating to living ordained clergy.
- To undertake a thorough review of the small number of past cases that have been identified.
- To document all findings in a clear and systematic fashion.
- To prepare reports for Safeguarding Committee and management as required.
- Accurate and timely record keeping of all the information in digital and paper form and ensuring effective back up is in place.
- Support archives related work with ad hoc tasks as required.

Person Specification

This form shows which criteria are essential and which are desirable for the job. They have been ticked as appropriate.

E = essential criteria. The job cannot be done without them.

D = desirable criteria can help the job to be done more effectively.

Qualifications, Knowledge and Experience

	E	D
A good understanding of the issues associated with safeguarding	•	
Professional background in a relevant area, e.g. social work, health, criminal justice, policing or education	•	
Experience of working with Archives		•

Skills, Abilities and Competencies

Meticulous attention to detail	•	
Ability to create effective systems for record keeping	•	
Report-writing skills	•	
Database and general IT skills		•
Excellent time management skills; able to work proactively unsupervised and use own initiative	•	

Personal Qualities

A person of sound judgement	•	
Willingness to undertake research and learn	•	
To be in sympathy with the Christian ethos of USPG.		•