



Archivist and Records Manager

Further Particulars

Job Title	Archivist and Records Manager
Location	Christ Church
Department	Library and Archive
Salary	University Scale Grade 7, currently £35,681 – £47,779, with a discretionary range up to £51,983.
Hours	37.5 hours per week
Contract Type	Permanent
Responsible to	College Librarian
Responsible for	Shared line management responsibility for the Special Collections Archivist
Application Deadline	Noon 14 September 2026
Vacancy reference	ARM_HT26
Additional information	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the HR Director. This post is subject to a four-month probationary period

Christ Church

Christ Church, first founded in 1525 and given its present name by Henry VIII in 1546, is a unique institution: it is both one of the largest colleges in the University and, at the same time, the cathedral for the Diocese of Oxford. Its Governing Body is comprised both of academics and members of Chapter. Christ Church's undergraduate (470) and graduate students (250), cover almost all the major academic disciplines in the Sciences, Humanities and Social Sciences, as do its senior academic staff. It aims at high academic achievement and individual fulfilment in a friendly, tolerant, and mutually supportive environment. Christ Church is renowned for its architecture and the importance of the collections in its Library, Archives, and Picture Gallery.

Christ Church provides all our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work. Join us and you will find a friendly, vibrant, democratic, and international community. More general information about the College may be obtained at www.chch.ox.ac.uk.

Christ Church Archive

The Archive at Christ Church is one of the largest among the colleges of Oxford University. The records date from the 12th century, and include papers relating to Oxford's cathedral, to the academic life and social community of both college and cathedral, on the buildings and furnishings, and on Christ Church's landed estate and its finances. Most of the archive is paper or parchment, but there are also objects dating back to the Iron Age, textiles, photographs and engravings of buildings and people, audio-visual material, and born-digital and digitised material. Housed in one of Christ Church's former brewhouses



dating from the very early 15th century, the Archive is primarily the repository for the administrative records of the college and cathedral. The Archive contains a little material relating to the administration, finance and endowment of the original foundation of Cardinal College by Thomas Wolsey in 1525. There are a number of collections of papers of Old Members including, among others, those of Hugh Trevor-Roper, Lord Dacre of Glanton (1914-2003), Tom Driberg, Baron Bradwell, MP (1905-1976), Prince Dimitri Obolensky (1918-2001), and Dean Thomas Gaisford (1779-1855).

Christ Church's medieval deeds have been on deposit at the Bodleian Library since 1926.

The Archive is a member of the Oxford Conservation Consortium. There are more than 20,000 descriptions in the on-line Epexio archive catalogue but the total number of items within the collection runs to many times that. Everything is represented in the on-line catalogue but there is scope for enhancement. Researchers may consult the Archive by prior appointment under the supervision of the Archivist and Records Manager.

Christ Church Archive was awarded Accredited Archive Service status by the UK Archive Service Accreditation Committee in 2024.

Christ Church Library

Christ Church Library is a busy and important resource and research centre. The Library is open to all members of Christ Church. It consists of the student library (West and East Library), the Burn Law Library and the historic Upper Library, which houses one of the largest and richest collections of early printed books and manuscripts in Oxford outside the Bodleian Library. The working Library in the lower part of the 'New Library' building in Peckwater Quadrangle serves the needs of members of the College, particularly students of undergraduate taught courses. The Library aims to stock the books required for undergraduate courses, as well as a wide range of works for taught postgraduate courses and research students. Members of the public may visit the Upper Library during public opening times and researchers may consult the special collections by prior appointment.

Role of the Archivist and Records Manager

The Archivist and Records Manager is responsible for the management and development of Christ Church's historic and modern archive (institutional and deposited collections). In addition, the Archivist and Records Manager provides records management advice and support to College departments, in particular regarding the retention/disposal of records and requirements for preservation. The Archivist also provides a variety of support services that facilitate access and engagement by Christ Church Members and staff, external scholarly researchers and the general public.

The Archivist and Records Manager may be called upon to advise on historical precedent for example, in statute revision, the relationship between cathedral and college, etc. This requires considerable understanding of the nature of the history of the institution.

The Archivist and Records Manager will join the Library and Archive team, which also comprises the College Librarian, Reader Services Librarian, Collections Librarian, Graduate Trainee Library Assistant and Senior Library Assistant, Special Collections Archivist, Rare Books Librarian, Senior Rare Books Librarian, Hebrew Antiquarian Cataloguer and Special



Collections Photographer. A small team of Library Clerks provides support during evenings, weekends, and bank holidays and fixed-term cataloguers and students are sometimes engaged to help with projects.

Main Duties and Responsibilities

College Archive

- Manage and maintain the College Archive, ensuring its appropriate care, stewardship and security to guarantee its future accessibility.
- Manage the appraisal, accession, cataloguing and preservation of documents transferred from College departments, Senior Members, Old Members and donors.
- Catalogue material to ISAD(G) standards, including improving existing catalogue entries and creating entries for previously unlisted material.
- Liaise with the Oxford Conservation Consortium regarding the Archive's preservation and conservation programme.
- Ensure that appropriate emergency plans and procedures are in place for preservation of the College Archive.
- Continue to develop and implement procedures for the physical arrangement and cataloguing of the Archive collections and making the catalogue available online.
- Ensure that the College Archive continues to meet the Archive Accreditation (complete the review stage for Archive Service Accreditation three years after the initial award standard and reapply for Archive Service Accreditation six years post-award).
- Act as a contact for internal and external enquiries about the Archive, providing a research service and facilitating research visits in person.
- Implement digitisation initiatives that will help to protect items and widen access to the collections.
- Write and review policies and procedures for all aspects of archive administration at Christ Church and ensure that all procedures comply with relevant legal requirements, including copyright, data protection and Freedom of Information legislation.
- Plan and manage the Archive budget.
- Manage the inventory of college 'treasures' both on-site and in external institutions.
- Promote the Archive and use of the collections within Christ Church and to the wider scholarly community and other audiences.

Records Management

- Manage Christ Church's paper and electronic records through their life cycle, including transfer to the archive or disposal.
- Manage the transfer of material to the digital preservation system, Digisafe (or its successor), and enable agreed officers and staff to access that material.
- Establish and maintain with the depositing offices of Christ Church a system for the regular deposit of new material, a retention schedule of analogue and born-digital material to be deposited and of material to be discarded, and set up and maintain a records management programme, in partnership with IT professionals as necessary.



- Work with the Data Protection Officer in the creation and maintenance of Information Asset Registers and Records of Processing Activities. Promote a positive information and records management culture in the college by advising colleagues on managing their documents and records both on paper and electronically.
- Maintain and update Christ Church's policies on records management.
- Implement and maintain systems for the transfer and preservation of born-digital and digitised records.

Other Duties

- Shared line management responsibility (with the College Librarian) for the Library's Special Collections Archivist
- Make an active contribution to the team, including operational planning and the identification and sharing of best practice to develop processes and services.
- Support the College Librarian by feeding archive and records management concerns into the Library disaster plan and other relevant risk assessment documents.
- Attend the appropriate College and external committees relevant to the role
- Represent Christ Church within the Oxford archive and records management community including the Oxford Archivists' Consortium.

Supporting Duties and Responsibilities

- Maintain knowledge of the sector through proactive professional development and attendance at conferences / courses.

The above is not an exhaustive list of duties. The Archivist and Records Manager will be expected to carry out other duties, commensurate with the grade and responsibilities of the role, in related areas which the College Librarian may reasonably expect and all employees are expected to work collaboratively to support the overall work of Christ Church.

The post-holder will be required to work onsite; this is not a role that can be worked remotely.

Essential skills and requirements

- Education to degree level with an Archives & Records Association-accredited postgraduate qualification in archives/records management, or an equivalent overseas qualification.
- Considerable experience in an archive repository and extensive knowledge of archive and records management principles and practice.
- Experience of handling and working with manuscripts and archives from the medieval and/or early modern periods onwards.
- Competence in palaeography and a working knowledge of Latin.



- Experience of cataloguing archive collections to recognised national and international standards, including ISAD(G).
- Experience of Epexio archival management system.
- Extensive knowledge and experience of the issues around the conservation and preservation of archival materials, including photographs.
- Experience of working with born-digital materials.
- Confident and competent IT skills including use of archival collections management software and tools and workflows relating to digital materials.
- Experience of liaising with a wide range of colleagues and/or departments and a willingness to engage with scholarly researchers and other stakeholders.
- Demonstrable ability to work effectively without direct supervision and proven ability to deliver on significant projects to deadline.
- Accuracy and attention to detail and advanced planning, organisational and prioritisation skills.
- Experience of presenting information about archival collections to a wide range of audiences.
- Sympathy with the values, ethos and objectives of a collegiate institution.

Desirable skills and requirements

- Membership of the Archives & Records Association.
- Experience of working within an academic or college archive environment
- Familiarity with delivering teaching with archive material.

Additional Information

Successful applicants will need:

- Confidence to handle archival material in diverse formats and conditions
- Ability to undertake manual handling tasks, to include lifting and retrieving / re-shelving boxes and other items from /to high shelves. Please note that there is no step-free access to the Archive.

Pre-employment screening

Standard checks: If you are offered the post, the offer will be subject to standard pre-employment checks. You will be asked to provide proof of your right to work in the UK; proof of your identity; and (if we haven't done so already) we will contact the referees you have nominated.

Terms and conditions

- Working hours are 37.5 hours, with an hour for lunch (unpaid) Monday to Friday, the position is not normally eligible for overtime. It is expected that longer hours will be worked, as reasonably necessary, to fulfil the duties of the appointment.
- Entitlement to five weeks paid annual holiday, together with normal statutory Public Holidays rising to six weeks after two years' service.
- Automatic enrolment to the University of Oxford Staff Pension Scheme (USS).
- Other benefits include free lunches on working days when the college kitchens are open.
- University Scale Grade 7 currently £35,681 – £47,779, with a discretionary range up to £51,983. New appointments are normally made at the bottom of the scale.
- Probationary period of four months.
- The appointment will be subject to three month's written notice period.



How to Apply

Please apply using the online application form available here:

https://fas.chch.ox.ac.uk/fas_live/chcharm/ no later than the deadline of **noon 14 September 2026**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to the College Librarian stating your interest in the role, and explaining how you meet the criteria in the Person Specification, set out above, using examples of your skills and experience; and
- A CV, including the names and contact details of two referees. References will only be taken up for the successful candidate.

Applications will be assessed only against the criteria which are set out in the job description, and applicants should ensure that their applications explain how they meet each of the selection criteria for the post using examples of their skills and experience. This may include experience gained in employment, education, or during career breaks (such as time out to care for dependants).

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of opportunity, fair selection and the risks of bias. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

Interviews

Interviews for the position are expected to take place on **22 September 2026**.

If you need help

If you have any questions regarding the application process, please contact recruitment@chch.ox.ac.uk. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Important information for candidates

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.



Christ Church's policy on retirement

There is no normal or fixed age at which staff in non-academic posts must retire. Staff at these grades may elect to retire in accordance with the rules of the applicable pension scheme, as may be amended from time to time.

Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, sex, or sexual orientation.