



JOB DESCRIPTION And PERSON SPECIFICATION

JOB TITLE:	Archive Assistant (fixed term for 6 months)
SALARY:	£26,717- £29,247 pro rata
LOCATION:	Highland Archive and Registration Centre, Inverness
RESPONSIBLE TO:	Archivist
JOB PURPOSE:	To support the efficient operation of Highland Archive Centre Centre, particularly with regard to the cataloguing of the Dogstar theatre collection, a mixed-media collection consisting primarily of scripts, journals, correspondence, notebooks and photographs.

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

- Actively promote a positive and collaborative workplace culture that supports the Charity's purpose of Making Life Better and i-care values to increase morale, productivity and performance.
- Assist in making accessible the Dogstar Theatre archive collections held at the Highland Archive Centre.
- Assist in the secure storage, retrieval, and passive conservation of the Dogstar Theatre archive collections held at the Highland Archive Centre.
- Listing and cataloguing of the Dogstar Theatre archive collections under the supervision of the wider archive team.
- Assist in the preparation of exhibitions, blogs and engagement activities relating to the Dogstar Theatre archive collections held at the Highland Archive Centre.
- Supervise the public searchroom as required, and respond to enquiries from the public, council officers and any others.
- Assist members of the public in accessing catalogues, using microform and online resources.
- Respond to enquiries by post, telephone, and email relating to local, and family history.
- Contribute to the online presence of the Highland Archive Centre by active use of social media, in particular by contributing to Facebook and web pages.
- Assist with group visits to the Highland Archive Centre from schools and other organisations and guided tours as required.
- Provide support to any other parts of the Highland Archive Service as required.
- Have regard to the implementation of appropriate Health and Safety measures particularly within repository premises and public areas.
- Undertake such other administrative duties as may be required, including ordering materials and equipment.
- Pursue continuous professional development and contribute to the continuous improvement of the team and High Life Highland as a whole.
- Attend and undertake any training online or in person.
- Aim to reduce wastage and uphold our environmental values of being as sustainable as possible in all tasks.
- Assist and support other areas of High Life Highland with particular projects, training or in the event of holidays or sickness working cross-functionally across the team.

- Maintain an awareness and knowledge of the risk management responsibilities appropriate to their role, as identified within the HLH Risk Policy and associated guidance documentation.

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given 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: May 2026

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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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 with the public.
- Knowledge of local and family history.

2. EDUCATION AND QUALIFICATIONS

- Good general education.
- Willingness to undertake appropriate on-the-job training.

3. SKILLS/ATTRIBUTES GENERAL

- The ability to prioritise tasks during busy periods.
- The ability to work without supervision.
- Accuracy of work and attention to detail.
- Good ICT skills.

4. SKILLS/ABILITIES SPECIFIC TO THE POST

- Good administrative abilities.
- Cash handling and basic numeracy skills.
- The willingness to promote the Highland Archive Service positively to visitors.
- The willingness to work as part of the wider Archive Centre team.

5. INTERPERSONAL AND SOCIAL SKILLS

- Excellent interpersonal skills in interacting with members of the public.
- The ability to communicate clearly and to put people at their ease.