

JOB TITLE:	Archives Project Officer
SALARY:	£32,596 – £36,145 pro rata Salary placing is normally at the first point of the scale.
CONTRACT:	Part time (28 hours per week – fixed term for 17 months)
LOCATION:	Skye and Lochalsh Archive Centre, Portree
HOMEWORKING:	This post is not suitable for homeworking.
RESPONSIBLE TO:	Skye and Lochalsh Archivist
JOB PURPOSE:	The purpose of this role is to catalogue, preserve and promote the Gaelic archive collections held at Skye and Lochalsh Archive Centre and at Sabhal Mòr Ostaig, improving access to and engagement with these important cultural resources. The post forms part of the Gaelic Archives Consortium Project, which is funded through an Archives Revealed Consortium Cataloguing Grant and delivered in partnership with The Highland Archive Service, Tasglann nan Eilean, the Scottish Council on Archives, and Sabhal Mòr Ostaig. Working closely with consortium partners, Project Officer will catalogue archive collections bilingually in both Gaelic and English, in accordance with recognised archival standards. The role will involve researching collections, undertaking digitisation and basic preservation activities, and using the collections as a basis for supporting the development and delivery of a programme of exhibitions, events and engagement activities for a wide range of audiences. The postholder will be based at the Skye and Lochalsh Archive Centre but will be required to travel regularly between project locations, including Sabhal Mòr Ostaig, and to work flexibly to meet the needs of the project. The Project Officer will contribute to promoting access to and understanding of and participation in the Gaelic Archive collections. Training in all aspects of archival practices will be provided.

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

1. 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.
2. Act as first point of contact for the Gaelic Consortium project, supporting project delivery, public engagement activities and exhibitions.
3. Catalogue and document identified archive collections bilingually in Gaelic and English, in accordance with recognised archival standards, undertaking research where required gain

and overview of the archive material and to support accurate descriptions, interpretation and access.

4. Identify material suitable for digitisation, undertake scanning using specialist equipment and software as well as identify items requiring conservation or cleaning.
5. With the support of consortium partners, develop and promote the Gaelic archive collections and exhibition, presenting them in interesting and accessible ways for a wide range of audiences.
6. Develop and deliver engagement activities in Gaelic and English, both digital and in person, enabling individuals and communities to explore, research and interpret the collections.
7. Work with the Skye and Lochalsh Archivist and consortium partners to plan, promote and deliver a community curation workshops, talks, blogs and a travelling exhibition of items from the collection across multiple venues.
8. With the support of the archives team identify opportunities for volunteer involvement and support volunteer contributions to the project.
9. Assist with promoting the Gaelic archive collections and the wider project through social media, events and other appropriate channels.
10. With the support of the archives team and consortium partners, contribute to the monitoring of and evaluation of all relevant project activities, and provide progress reports, performance statistics and feedback as required.
11. 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: June 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.

JOB TITLE: Archives Project Officer

LOCATION: Skye and Lochalsh Archive Centre, Portree

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 archive, museum library or other heritage collections and associated documentation
- Experience of managing information, records or collections data and working accurately with databases
- Experience of the digitisation, research or interpretation projects involving cultural, heritage or information resources
- Experience of engaging with the public, community groups, volunteers or diverse audiences through events, learning, interpretation or outreach activities

2. EDUCATION AND QUALIFICATIONS

- A recognised qualification in archives, records management, information studies, museum studies, history, Gaelic studies, or another relevant subject is desirable. A degree-level qualification or equivalent relevant experience will be considered.
- Willingness to participate in job-related training

3. SKILLS/ATTRIBUTES GENERAL

- Ability to organise and prioritise the needs of the project, maintaining high standards and meeting agreed targets
- Ability to work accurately and systematically, with good attention to detail
- Knowledge of or interest in Gaelic Language, culture and heritage and an awareness of relevant local and national initiatives.
- Ability to read, write and speak Gaelic to a high standard.

4. SKILLS/ABILITIES SPECIFIC TO THE POST

- Excellent ICT skills including the ability to work accurately with databases and digital resources. (Training in archival standards and cataloguing practice will be provided.)
- Organised and methodical with an ability to plan work effectively and meet targets
- Accurate and consistent, with good attention to detail
- Excellent problem-solving skills and an ability to use initiative when working independently
- Ability to handle archive items safely with appropriate care
- Ability to use digital photography, audio recording equipment or digitisation technologies is desirable

5. INTERPERSONAL AND SOCIAL SKILLS

- Ability to work alone and/or as part of a team
- Excellent communication and interpersonal skills, both verbal and written, with an ability to present information in engaging and accessible ways to a wide range of audiences.
- Ability to build and maintain positive working relationships with colleagues, volunteers, project partners and members of the public, demonstrating professionalism, sensitivity and respect
- Enthusiastic and proactive approach, with the confidence to use initiative and contribute positively to project delivery.
- Commitment to equality, diversity and inclusion, with the ability to work sensitively and respectfully with people from a wide range of backgrounds and experiences.

TIOTAL NA H-OBACH: Oifigear-Pròiseict Tasglainn

TUARASTAL: £32,596 – £36,145 pro rata
Mar as trice, thèid tuarastal a shuidheachadh aig toiseach na sgèile

CÙMHNANT: Pàirt-ùine (28 uairean gach seachdain – teirm-shuidhichte, 17 mìosan)

ÀITE-OBACH: Ionad Tasglainn an Eilein Sgitheanaich agus Loch Aillse, Port Rìgh

DÒIGHEAN-OBACH: Chan eil obair bhon taigh freagarrach dhan dreuchd seo

AN URRA RI: Tasglannaiche an Eilein Sgitheanaich agus Loch Aillse

AMAS NA H-OBACH: 'S e amas na h-obrach a bhith a' clàradh, a' glèidheadh agus ag àrdachadh nan cruinneachaidhean Gàidhlig taisgte a th' aig Sabhal Mòr Ostaig agus aig Ionad Tasglainn an Eilein Sgitheanaich agus Loch Aillse, cho math ri bhith a' leasachadh cothroman inntrigidh agus cleachdaidh air na goireasan cultarail cudromach seo.

Bidh an dreuchd seo na pàirt de Phròiseact Co-bhanntachd nan Tasglannan Gàidhlig, a tha air a mhaoineachadh tro Thabhartas Clàraidh Archives Revealed agus air a libhrigeadh ann an co-bhonn le Tasglann na Gàidhealtachd, Tasglann nan Eilean, the Scottish Council on Archives, agus Sabhal Mòr Ostaig.

Ann an co-obrachadh le com-pàirtichean na co-bhanntachd, bidh an t-Oifigear-Pròiseict a' clàradh chruinneachaidhean taisgte an dà chuid ann an Gàidhlig agus ann am Beurla, a rèir modhan-obrach tasglainn. Bidh an dreuchd a' gabhail a-steach rannsachadh air na cruinneachaidhean, obair didseatachaidh, agus gnìomhan bunasach glèidhidh. Bidh an t-Oifigear-Pròiseict cuideachd a' cleachdadh nan cruinneachaidhean mar bhun-stèidh gus taic a chumail ri leasachadh agus libhrigeadh prògram de thaisbeanaidhean agus de thachartasan do mheasgachadh de luchd-cleachdaidh.

Ged a bhios an dreuchd stèidhichte aig Ionad Tasglainn an Eilein Sgitheanaich agus Loch Aillse, bidh aig an Oifigear-Phròiseict ri siubhal gu cunbhalach eadar diofar àitichean co-cheangailte ris a' phròiseact, a' gabhail a-steach Sabhal Mòr Ostaig, agus ri obrachadh gu sùbailte gus feumalachdan a' phròiseict a choileanadh.

Bidh an t-Oifigear-Pròiseict a' cuideachadh le bhith ag àrdachadh inntrigeadh agus tuigse air na cruinneachaidhean Gàidhlig taisgte, agus le bhith a' brosnachadh luchd-cleachdaidh ann a bhith an sàs leis na cruinneachaidhean.

Thèid trèanadh air modhan-obrach tasglainn a libhrigeadh.

PRÌOMH DHLEASTANASAN IS UALLACHAIDHEAN:

12. A bhith mar chiad neach-conaltraidh dhan phròiseact, a' cur taic ri libhrigeadh a' phròiseict, ri tachartasan agus ri taisbeanaidhean.
13. A' clàradh agus a' mìneachadh chruinneachaidhean taisgte an dà chuid ann an Gàidhlig agus ann am Beurla a rèir modhan-obrach tasglainn, a' gabhail rannsachadh os làimh agus, mar a bhios iomchaidh, a' faighinn sealladh farsaing air an stuth tasglainn gus tuairisgeulan, mìneachadh agus inntrigeadh pungail a choileanadh.
14. A' sònrachadh nan nithean a bhios freagarrach do dhidseatachadh, a' gabhail sganadh os làimh le uidheamachd agus bathar-bog proifeiseanta, agus a' sònrachadh nan nithean a dh'fheumar glèidheadh no glanadh.
15. Le taic com-pàrtaichean na co-bhanntachd, a' leasachadh agus ag àrdachadh nan cruinneachaidhean Gàidhlig taisgte, le bhith gan taisbeanadh ann an dòighean tarraingeach agus so-ruigsinneach do mheasgachadh de luchd-cleachdaidh.
16. A' leasachadh agus a' libhrigeadh thachartasan ann an Gàidhlig agus ann am Beurla, an dà chuid air loidhne agus aghaidh ri aghaidh, gus cothrom a thoirt do dhaoine agus do choimhearsnachdan faighinn a-mach mu na cruinneachaidhean, a bhith gan rannsachadh agus gan tuigsinn.
17. Ag obair le Tasglannaiche an Eilein Sgitheanaich agus Loch Aillse agus le com-pàirtichean na co-bhanntachd gus na h-iomairtean a leanas a phlanadh, àrdachadh agus a libhrigeadh: bùthan-obrach, òraidean, brathan-bloga agus taisbeanadh a shiùbhlas eadar diofar àiteachan.
18. Le taic sgioba an Tasglainn, a' sònrachadh chothroman air obair shaor-thoileach agus a' cur taic ris na saor-thoilich.
19. A' cuideachadh le àrdachadh nan cruinneachaidhean Gàidhlig taisgte agus le àrdachadh a' phròiseict san fharsaingeachd tro na meadhanan-sòisealta, tro thachartasan agus dòighean conaltraidh iomchaidh eile.
20. Le taic sgioba an tasglainn agus com-pàrtaichean na co-bhanntachd, a' sgrùdadh agus a' measadh gach gnìomh a bhuineas dhan phròiseact, agus a' toirt seachad cunntasan air adhartas a' phròiseict, cho math ri statastaigean coileanaidh agus ais-mholadh, mar a bhios iomchaidh.

Dleastanasan eile:

Ghabhadh an t-Oifigear-Pròiseict dleastanasan iomchaidh eile os làimh a dh'fhaodadh a bhith eadar-dhealaichte bhon fheadhainn a th' anns an tuairisgeul seo. Dh'fhaodadh dleastanasan sònraichte a bhith ag atharrachadh bho àm gu àm, gun atharrachadh air nàdar no ìre nan uallachaidhean a tha an lùib na dreuchd. Tha atharrachaidhean a leithid cumanta agus, leotha fhèin, chan adhbharaich iad ath-bhreithneachadh air ìre an tuarastail. Mar sin dheth, dh'fhaodadh e a bhith iomchaidh ùrachadh a dhèanamh air an tuairisgeul obrach seo bho àm gu àm.

TIOTAL NA H-OBACH: Oifigear-Pròiseict Tasglainn

ÀITE-OBACH: Ionad Tasglainn an Eilein Sgitheanaich agus Loch Aillse, Port Rìgh.

BUADHAN RIATANACH:

Bu chòir dha fianais a bhith aig na tagraichean air na leanas gus dleastanasan na dreuchd seo a choileanadh gu h-èifeachdach agus gu sàbhailte:

6. EÒLAS

- Eòlas air obair le cruinneachaidhean tasglainn, taigh-tasgaidh, leabharlainn no cruinneachaidhean dualchais eile agus na sgrìobhainnean co-cheangailte riutha.
- Eòlas air dèiligeadh ri dàta fiosrachaidh, dàta chlàraidhean no chruinneachaidhean, agus air obair le stòran-dàta gu mionaideach.
- Eòlas air pròiseactan didseatachaidh, rannsachaidh no mìneachaidh, a ghabhas a-steach goireasan cultarail, fiosrachaidh no dualchais.
- Eòlas ann a bhith an sàs leis a' mhòr-shluagh, buidhnean coimhearsnachd, saor-thoilich no diofar luchd-cleachdaidh tro thachartasan, ionnsachadh, no gnìomhan mìneachaidh agus for-ruigheachd.

7. FOGHLAM IS TEISTEANASAN

- Tha ceum no teisteanas ann an tasglann, stiùireadh chlàraidhean, eòlas thaighean-tasgaidh, eòlas fiosrachaidh, eachdraidh, Gàidhlig, no ann an cuspair iomchaidh eile na bhuannachd. (Bheirear ceum no eòlas iomchaidh eile fa-near.)
- Deòin a bhith a' gabhail pàirt ann an trèanadh iomchaidh dhan obair.

8. SGILEAN/COMASAN PEARSANTA

- Comas air rian agus prìomhachasan a chur air feumalachdan a' phròiseict, air obrachadh aig ìre àrd agus air amasan a choileanadh.
- Comas air obair mhionaideach agus rianail.
- Eòlas air no ùidh ann an cànan, cultar agus dualchas nan Gàidheal agus mothachadh air iomairtean ionadail agus nàiseanta iomchaidh.
- Comas air Gàidhlig a leughadh, a sgrìobhadh agus a labhairt aig ìre àrd.

9. SGILEAN/COMASAN SÒNRAICHTE DHAN DREUCHD

- Sàr-sgilean TFC, a' gabhail a-steach comas air obair le stòran-dàta agus goireasan didseatach gu mionaideach. (Thèid trèanadh air modhan-obrach agus dòighean-clàradh tasglainn a lìbhrigeadh.)
- Eagraichte agus rianail le comas air obair èifeachdach agus air amasan a choileanadh.
- Puingeil is cunbhalach nad chuid obrach, le deagh aire air rudan mionaideach.
- Sàr-sgilean fuasglaidh agus comas a bhith ag obair gun stiùireadh.
- Comas air stuth tasglainn a làimhseachadh gu sàbhailte agus gu cùramach.
- Tha comas air fotografachd dhidseatach a chleachdadh, cho math ri uidheamachd clàraidh no didseatachaidh na bhuannachd.

10. SGILEAN EADAR-PHEARSANTA AGUS SÒISEALTA

- Comas air obrachadh air do cheann fhèin agus/no ann an sgioba.
- Sàr-sgilean conaltraidh agus eadar-phearsanta, an dà chuid labhairt agus sgrìobhaidh, le comas air fiosrachadh a thaisbeanadh ann an dòighean tarraingeach agus so-ruigsinneach do mheasgachadh de luchd-cleachdaidh.
- Comas air deagh dhàimhean-obrach a thogail agus a chumail le co-obraichean, saor-thoilich, com-pàirtichean a' phròiseict agus leis a' mhòr-shluagh, le bhith a' sealltainn dòigh-ghiùlain a tha proifeiseanta, mothachail agus suimeil.
- Dealas agus modh for-ghnìomhach, le misneachd ann a bhith ag obair air do cheann fhèin agus ann a bhith a' cur dha-rìribh ri lìbhrigeadh a' phròiseict.
- Dealas a thaobh co-ionannachd, eugsamhlachd agus in-ghabhaltas, le comas a bhith ag obair còmhla ri caochladh dhaoine le mothachadh agus spèis.

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.