

ORT is a global education network driven by Jewish values. We are passionate about unleashing the potential of young people so they can lead fulfilling lives and have a positive impact on the world around them.

Since our foundation in 1880, ORT has been transforming lives through training and education. From focussing on teaching 19th century Russian Jews essential trades and professions, we have evolved to provide 21st century skills to empower people and strengthen communities. Our ORT network now reaches 300,000 people a year, in 37 countries, and is one of the largest educational charities in the world. We provide a combination of high-level science and technology education with strengthened Jewish identity to bridge the gap between ability and opportunity – and to ensure the continuity of Jewish life worldwide.

LOCATION: Camden Town, London

TERM: fixed term, 6-12 month contract

SECTOR: Not-For-Profit

SALARY: £27-£29k per annum pro rata

ROLE OVERVIEW:

World ORT is seeking an experienced, French speaking Project Archivist for an exciting new cataloguing project. The role is a full time, fixed term, 6-month contract (with possibility of extension), based at World ORT's offices in London.

You will be responsible for cataloguing the World ORT International Cooperation archive of (mainly French language) records dating from 1960 to 2000s, to international archival standards. You will begin by auditing and appraising this mixed-media collection of (mostly) papers, photos and some other media. A French speaker with excellent English writing skills, you will apply your archival expertise, including your knowledge of appraisal, cataloguing best-practice, preservation and digitisation, to organise, rehouse and catalogue the items into Calm. A later phase will digitise key elements of the collection.

ORGANISATIONAL POSITION:

You will be line managed by World ORT's Head Archivist who sits in the Chief Program Officer's Department.

KEY RESPONSIBILITIES (but not limited to):

- Gain an overview and understanding of ORT International Cooperation (IC) history and activities, carrying out relevant research to understand and explain the context of the archive and to inform cataloguing
- Draft appraisal guidelines for the collection being catalogued for review by the Head Archivist
- Sort, list and catalogue ORT's IC collection of archival material, to include appraisal, arrangement and description in compliance with national and international standards and all relevant legislation
- Clean, de-metallise (as needed) & re-house archives to ensure their preservation and document conservation requirements
- Retrieve and store records as required, sometimes using ladders and carrying heavy loads
- Arrange digitisation or digitise records in-house
- Support physical moves of the collection into storage

SKILLS AND PERSON SPECIFICATION:

Essential

- A recognised qualification in archives and records management
- Bilingual English-French speaker or English speaker with (at minimum) good knowledge of French (able to quickly read and understand complex documents)
- Experience in appraisal, arrangement and cataloguing of modern collections following national and international standards and house style
- Good understanding of preservation principles of archive collections
- Experience of applying guidelines specified by Data Protection legislation/GDPR to sensitive material
- Good communicator with excellent IT and English writing skills
- Confident, flexible and able to work with minimal supervision

Desirable:

- Interest and knowledge of NGOs/aid organisations working in the developing world
- Familiarity with Calm catalogue system
- Proven time management skills – working to tight deadlines on a fixed-term project
- Experience with digitisation and digital records

OFFICE ADDRESS:

ORT House, 126 Albert Street, London, NW1 7NE

HOURS OF WORK:

Office hours are 09:00 – 17:30 Monday to Thursday and 09:00 – 14:00 on Fridays.

This role may involve working out of hours and occasional international travel.