



LINCOLN'S INN

ESTATES PROJECT CATALOGUER (fixed-term post – 12 months)

Salary - £28,000

We are seeking to recruit an Estates Project Cataloguer to appraise, arrange and catalogue the Inn's large collection of modern records relating to its estate.

Lincoln's Inn was established before 1422 and has held considerable property throughout its history. Today the estate includes buildings ranging in date from the fifteenth century through to the twenty first century, and covering a variety of styles and periods of architecture.

The Estates department of Lincoln's Inn is directly responsible for the maintenance and letting of the estate. The estate is divided between the Inn's collegiate buildings and four main groups of chambers buildings. The collegiate buildings comprise the Great Hall, the Library, the Old Hall and Chapel. The four groups of chambers buildings (in order of age) are Old Buildings, New Square, Stone Buildings and Old Square. Together these buildings generate an income of over £12m and contain commercial accommodation, occupied principally by barristers and solicitors, together with 65 residential flats.

The size and age of the estate necessitates an ongoing maintenance and refurbishment programme, and this work has produced a large collection of semi current records in need of appraisal, arrangement and cataloguing. These include property and project files, organisational records, leases, plans, photographs and digital records.

The successful candidate will need to be able to work with the Estates Department and gain an understanding of the provenance of the collection and how the records are utilised by staff. The successful candidate will need to be highly self-motivated and able to work unsupervised.

Lincoln's Inn is set in extremely pleasant surroundings and has a friendly and supportive working atmosphere. We offer attractive employment packages, with benefits including:

- Generous annual leave entitlement, 30+ days
- An excellent free lunch
- Interest-free season ticket loan / bicycle loan
- Childcare vouchers
- Death in Service benefit

In addition, after a six month probationary period, we offer:

- Private medical insurance
- A non-contributory stakeholder pension scheme
- Eye tests and free chiropody

Closing date for applications: 6th September 2019.

Interviews will be held during the week beginning 23rd September 2019.

To apply please send a CV and a covering letter outlining how your experience meets the criteria listed in the person specification.

For more information about Lincoln's Inn see: www.lincolnsinn.org.uk.



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Job Description

Job Title:	Estates Project Cataloguer
Department:	Library & Archives
Reporting to:	The Archivist & Records Manager
Responsible for:	Not applicable

Post Objectives

To appraise, arrange and catalogue the modern records of the Estates department.

Main Duties

1. Review and appraise records, identifying material for long term preservation and for disposal, in line with the retention schedule and core records management principles.
2. Develop a structure for the collection, incorporating pre-existing archived material.
3. Cataloguing to agreed standards, using CALM archival software and including the creation and use of key name and place authorities.
4. Reordering and repackaging of records to ensure their long term preservation and accessibility. Carrying out routine conservation where necessary and liaising with the Archivist & Records Manager to arrange expert conservation of materials where required.
5. Work with the Archivist & Records Manager to consider the future management of the collection, including helping to expand and update the retention schedule.
6. Undertake initial appraisal and listing of digital records
7. Answer enquiries, making information from the Estates records available to colleagues across the Inn and externally, as required. Provide access to records where needed.
8. Develop a working knowledge of the Inn's buildings and the Estates records.
9. Complete agreed objectives, meet regular project deadlines and provide written updates and reports as needed.
10. Undertake other archive and records management duties as required.



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Person specification

Job Title: Estates Project Cataloguer

Department: Library & Archives

Essential skills

1. A postgraduate qualification in Archives and Records Management (or similar)
2. Experience of cataloguing using CALM archive software.
3. Knowledge of key records management principles
4. Excellent IT skills including: Word, Outlook and Excel.
5. Able to work methodically and accurately, with excellent attention to detail.
6. Able to work well as part of a team, as well as the ability to work well independently with minimal supervision
7. Excellent written and verbal communication skills
8. Highly self-motivated, with a positive attitude.
9. Able to organise own work, prioritise duties and meet deadlines.
10. Able to work effectively with colleagues and stakeholders at all levels.

Desirable skills

1. Experience of practical records management work.
2. Experience of arranging and cataloguing extensive record collections.
3. Experience of appraising records.
4. Experience of managing born-digital records.