

Job Description

Note:

Group 1: Must have DBS and Barring check

Group 2: Must have DBS check

Group 3-5: No DBS check.

Role: Circuit Archivist

Group: 3 **Workforce (Child/Adult): None**

Volunteer Role Outline

Role information:	To receive and prepare records from local churches; to advise local churches as to the proper custody or disposal of church documents and records.
Location:	Banbury Circuit
Responsible to:	Superintendent Minister & Senior Circuit Steward.
Eligibility:	A member of The Methodist Church
Commitment:	Variable depending on the frequency of deposits

Key volunteer activities

- To advise the Circuit and Local Churches as to the proper custody or disposal of all documents and records.
- To give special attention to cases where properties are passing out of Methodist use including guidance on disposal of artefacts.
- To monitor the proper deposit of records locally, for keeping lists of items deposited and for notifying the liaison officer for Methodist archives of any deposit of material which appears to be of wider Connexional significance. (CPD SO 473).
- To advise on the correct storage of safeguarding records.
- To deposit documents and records in the country archives office (Bond B warehouse, Bristol)

At any time

Liaise with the Safeguarding Officer or Superintendent Minister on any issues that may give cause for concern.

Personal Skills

- Interest in Methodist history
- Good organisational skills, including record keeping
- Experience of or understanding of archive work
- A good understanding of charity financial regulations and requirements

Safeguarding

The role will be recruited using the Safer Recruitment Procedure of The Methodist Church and volunteers will need to complete the required recruitment forms. No DBS is required. Volunteers will be asked to provide all relevant documents for these checks.

Training and support provided

- Volunteers are supported by the Superintendent Minister & District Archivist
- For more information: <http://www.methodistheritage.org.uk/>
<https://religiousarchivesgroup.org.uk/advice/rag/>
- Expenses can be applied for

Appointment Period

Volunteers appointment is for three years with an additional three years on reappointment. It should not continue beyond six years. However, in exceptional circumstances the appointment can be extended, but only following a closed ballot at the Annual church Meeting.

This job description is approved by

Signed..... Date.....
(Church Council)

I have seen and accept the responsibilities of this role

Signed..... Date.....
(Applicant)

NAME:

CONTACT DETAILS:

A COPY OF THIS FORM WILL BE RETAINED IN A SECURE AND CONFIDENTIAL
MANNER BY THE METHODIST CHURCH
NB All information will be held in accordance with GDPR