

Archivist – Presbyterian Church of Victoria

Position Description

The Position

POSITION	Archivist – Presbyterian Church of Victoria
APPOINTMENT	Part time – FTE 0.4
LOCATION	621 Punt Road Sth Yarra, or wherever the PCV Archive is located
REPORTS TO	Clerk of Assembly, Presbyterian Church of Victoria

The Organisation

The Presbyterian Church of Victoria was formed by a union of Presbyterian denominations in 1859 and is today a vital and much-loved part of the community. Each Sunday approximately 138 Presbyterian congregations are meeting for public worship in the State of Victoria. The PCV Archive is a rich collection that reflects this long history of the church and contains many valuable articles of great value for the church today.

PCV Archivist – Job Description

The archivist, under the supervision of, and reporting to, the Clerk of Assembly, shall be the principal person to care for the PCV Archive, and in particular, will:

1. take every reasonable step to preserve the church's historical collection from loss or deterioration;
2. take every reasonable step to satisfy church-based inquiries, and secondarily, if time permits, outside inquiries;
3. in appropriate ways and when appropriate, remind the church courts, committees and organisations of the importance of preserving historical records;
4. from time to time, arrange for special displays of any archival material that might be considered of interest to the church on suitable public occasions;
5. supervise the depositing of fresh material to the Archive;
6. give advice, when required, as to what materials are to be sent to the Archive under Rules 4.96.6 and 5.49.2;
7. as required, provide personal assistance to any PCV congregation or organisation preparing to celebrate significant anniversaries or milestones;
8. be responsible for the selection and supervision of volunteers;
9. report annually to the General Assembly on the state and use of the Archive, together with any suggestions for improvement.



The Person (key selection criteria)

Staff at the Presbyterian Church of Victoria (PCV) are selected on the basis of outstanding professional and personal qualities. Expectations include:

- a Christian with an understanding of, and a love for, the Presbyterian Church;
- preferably a university graduate with research skills and an appreciation of history;
- a person who can demonstrate a flair for organisation of material and records management;
- a person who views church archives as a ministry in itself and can see that satisfying inquirers can be a form of pastoral care;
- a person with good people skills;
- a person willing to adapt to current and emerging legal considerations such as the Privacy Act, Copyright Law, NRS;
- demonstrated knowledge of computer skills, including Microsoft Office, internet and email;
- a person willing and cheerful to provide a high standard of service at the Archive in accordance with relevant policies and accepted office procedures.

Position Objectives

To serve the aim of the Archive: the aim of the Archivist is to preserve the historical deposit the church already possesses, categorise it so as it becomes easier to discover material and add value to the collection by continual improvement for the service of congregations, church organisations and church members – for the building up of the church and the glory of God.

Other Duties

It should be noted that this position description, although detailed, is not exhaustive and the Clerk may at his discretion vary the responsibilities of the Archivist as operational situations, consistent with this position, change.

Accountability & Extent of Authority

The Archivist – Presbyterian Church of Victoria is accountable for:

- providing courteous and accurate information to all staff, ministers, office bearers, volunteers, church members and visitors to the PCV Archive.

Compliance Responsibilities

As all staff, the PCV Archivist is required to comply with all policies, procedures and requirements for:

- **risk management** – to report identified hazards that may pose a risk to employees or the public, and/or may give rise to an insurance claim, taking into consideration the risk for safety, security, vandalism, burglary/theft and fire/arson.
- **occupational health and safety** – to take reasonable care to protect their own health and safety and the health and safety of others in the workplace – it is a requirement to immediately report any incidents, hazards or near misses to the relevant supervisor and actively participate in hazard elimination where required.
- **equal opportunity** – to undertake work and activities in a manner that ensures the workplace is free from harassment, bullying behaviour and discrimination.



Skills & Knowledge

Demonstrated Specialist Skills & Knowledge

- excellent service skills and telephone manner
- excellent organisation of material and records management
- general understanding of the services and programs of the church
- database and Microsoft Office software competence

Management Skills

- excellent people, communication and leadership skills
- ability to manage time and planning and to organise own work to achieve objectives in an efficient way and within resources available
- ability to be prepared to work on his/her own without direct supervision

Interpersonal Skills

- punctuality
- relate well with others
- trustworthy and maintain confidentiality
- interact with people on all levels and maintain a high degree of confidentiality

Qualifications & Experience

- preferably a university graduate with research skills
- exposure to a similar environment highly desirable, but not essential
- a current Working With Children Check, and preparedness to comply with PCV Safe Church training

