



Charles Dodgson Collection Project Archivist (Two-year Fixed term)

Further Particulars

Job Title	Charles Dodgson Collection Project Archivist (Fixed term)
Location	Christ Church
Department	Christ Church Library
Salary	University Scale Grade 5 £28 759 - £33,966 (with a discretionary range to £37,099)
Hours	37.5 hours per week
Contract Type	Two-year Fixed Term
Responsible to	College Librarian
Application Deadline	Noon Monday 23 September 2024
Vacancy reference	MT24_003
Additional information	This is a full-time position that cannot be held concurrently with any other substantive post without the explicit permission of the HR Director. This post is subject to a six-month probationary period

Christ Church

Known as 'The House', Christ Church was first founded in 1525 and has made an indelible mark on the UK. Notably, it played an important role in the creation of the Church of England, housed King Charles I during the English Civil War, and has educated 13 Prime Ministers. The College's impact can be charted through the centuries. Today, Christ Church continues its tradition as a unique joint foundation: one of Oxford's largest colleges, with accommodation for over 600 undergraduates and graduates covering all the major academic disciplines in the Sciences, Humanities and Social Sciences and also the Cathedral for the Diocese of Oxford. It is also a popular tourist destination, encompassing not only quadrangles, gardens and grounds, but also a Picture Gallery and Tudor dining hall.

Christ Church provides all our staff with a welcoming and inclusive workplace that enables everyone to develop and to do their best work. Join us and you will find a friendly, vibrant, democratic, and international community. More general information about the College may be obtained at www.chch.ox.ac.uk.

Christ Church Library

Christ Church Library is a busy and important resource and research centre. The Library is open to all members of Christ Church. It consists of the student library (West and East Library), the Burn Law Library and the historic Upper Library, which houses one of the largest and richest collections of early printed books and manuscripts in Oxford outside the Bodleian Library. The working Library in the lower part of the 'New Library' building in Peckwater Quadrangle serves the needs of members of the College, particularly students of undergraduate taught courses. The Library aims to stock the books required for undergraduate courses, as well as a wide range of works for taught postgraduate courses



and research students. Members of the public may visit the Upper Library during public opening times and researchers may consult the special collections by prior appointment.

Role of Charles Dodgson Collection Project Archivist

Reporting to the College Librarian, the post-holder will lead on the preparation, cataloguing and promotion of the Charles Dodgson (Lewis Carroll) collection held by the Library. Charles Dodgson (1832-1898) – better known by his pen name Lewis Carroll – was a mathematics tutor and also Sub-Librarian at Christ Church. In 1856 Dodgson became friends with Henry Liddell, the new Dean of the college, and his family. His friendship with the Liddell children led him to create one of the most famous and enduring children's stories, *Alice's Adventures in Wonderland*. The collection contains material relating to Dodgson's many publications, correspondence and photographs and some material relating to his photographic work. Cataloguing work includes the appraisal and selection, listing and arrangement and entry into the Epexio catalogue, assessing conservation and preservation needs, adding authority files, numbering and re-housing into preservation packaging as appropriate. The role-holder will also contribute to outreach activities including exhibition planning. Time-allowing, the role-holder will also identify and prioritise items for digitisation and liaise with Digitisation colleagues.

This role would be appropriate for a recent graduate of an archives and records management or similar programme, and applications from new professional in the field are also welcomed. The post is fixed term as external funding has been secured for two years focussing on cataloguing this collection held by Christ Church Library.

Main Duties and Responsibilities

- Cataloguing using Epexio archive catalogue of mixed media collection to appropriate level in compliance with ISAD(G)
- Creation of relevant authority records for significant individuals, families, places, and corporate bodies found in the material being catalogued, following national and international standards
- Identifying collection requirements and priorities e.g. conservation and preservation issues
- Undertake research as necessary in primary and secondary sources to support descriptive cataloguing and authority record creation
- Identify areas of the collection where Data Protection legislation applies and put appropriate administrative measures in place
- Liaising with other Oxford librarians and archivists and providing expert information when requested
- Liaising with regional and national archive and library providers
- To work as part of the wider Library team in delivering services to support researchers and readers and with academic colleagues
- To make an active contribution to the team, including operational planning and the identification and sharing of best practice to develop processes and services. To participate and make recommendations in support of ongoing planning and assessment of progress and workflow.

Supporting Duties and Responsibilities

- To work on a rota basis on the Library front desk, offering excellent user service at all times.



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- To help supervise readers of early printed and manuscript material, on a rota basis.
- To support the College Librarian in raising the profile of the collection by writing printed or online articles for publications, blogs and fundraising projects.
- To complete other projects and reports, as requested.

Key Outputs

- Production of collection catalogue, following international standards, available on Epexio database
- Repackaging of collection where necessary
- Identification and preparation of material for digitisation
- Exhibition and other outreach and knowledge transfer initiatives.

The above is not an exhaustive list of duties. The Charles Dodgson Collection Project Archivist will be expected to carry out other duties, commensurate with the grade and responsibilities of the role, in related areas which the College Librarian may reasonably expect and all employees are expected to work collaboratively to support the overall work of Christ Church.

The post-holder will be required to onsite; this is not a role that can be worked remotely.

Essential skills and requirements

- Education to degree level and / or equivalent relevant experience.
- A recognized professional qualification in archive studies or equivalent experience.
- Experience of cataloguing archive collections to recognised international standards using cataloguing software.
- Knowledge and experience of working with copyright and data protection legislation in an archival context.
- Knowledge and experience of the issues around the conservation and preservation of 19th and 20th century archival materials, including photographs.
- Ability to work independently on own initiative and proven ability to deliver on significant projects to deadline.
- Accuracy and attention to detail and advanced planning, organisational and prioritisation skills.
- Sympathy with the values, ethos and objectives of a collegiate institution, and sensitivity to the needs of students from a diverse range of backgrounds.

Desirable skills and requirements

- Membership of relevant professional bodies and organisations
- Demonstrable interest in 19th and 20th century literature and education and /or the history of Christ Church and the University of Oxford more generally
- Experience of presenting information about archival collections to the public.

Applications will be judged only against the criteria which are set out above, and applicants should ensure that their applications show clearly how their skills and experience meet these criteria.

Christ Church is committed to fairness, consistency and transparency in selection decisions. Members of selection committees will be aware of the principles of equality of



opportunity, fair selection and the risks of bias. There will be both female and male committee members wherever possible. Applications are particularly welcome from black and minority ethnic candidates, who are under-represented in College staff.

If, for any reason, you have taken a career break or have had an atypical career and wish to disclose this in your application, the selection committee will take this into account.

Terms and Conditions

- Standard working week is 37.5 hours, with an hour for lunch (unpaid) Monday to Friday.
- Entitlement to five weeks paid annual holiday, together with normal statutory Public Holidays.
- Automatic enrolment to the University of Oxford Staff Pension Scheme (OSPS)
- Other benefits include free lunches on working days when the college kitchens are open.
- Salary will be on the University Scale Grade 5 £28 759 - £33,966 (with a discretionary range to £37,099). Salaries for new employees will normally start at the bottom of the range.
- Probationary period of six months.

How to Apply

Please apply using the online application form available at https://fas.chch.ox.ac.uk/fas_live/chchcdcpa/ no later than the deadline of 12 noon on **Monday 23 September 2024**. Applications received after this time will not be considered.

Application documents should include:

- A letter of application addressed to the College Librarian stating your interest in the role, and explaining how you meet the criteria set out above using examples of your skills and experience; and
- A CV, including the names and contact details of two referees. References will only be taken up for the successful candidate.

Interviews will be held week commencing **7 October 2024**.

Christ Church welcomes applications from candidates who have a disability or long-term health condition and is committed to providing long term support. Please let us know if you need any adjustments to the recruitment process, including the provision of these documents in large print, audio or other formats. If we invite you for interviews, we will ask whether you require any particular arrangements at the interview.

If you have any questions regarding the application process, please contact academic.recruitment@chch.ox.ac.uk. Candidates are also welcome to contact Gabriel Sewell, College Librarian (gabriel.sewell@chch.ox.ac.uk), for an informal discussion about this post. All enquiries will be treated in strict confidence and will not form part of the selection decision.

Data Privacy

Please note that any personal data submitted to Christ Church as part of the job application process will be used only for the purposes of determining suitability for the post and



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processed in accordance with the General Data Protection Regulations (GDPR) and related UK data protection legislation. For further information, please see the Christ Church Privacy Notice available at: <https://www.chch.ox.ac.uk/privacy-policy>.

Due to the large volume of recruitment that Christ Church administers we are unable to provide feedback to non-shortlisted applicants.

Equality of opportunity

Christ Church is committed to equality of opportunity. It is our policy and practice that entry into employment and progression within employment will be determined only by criteria which are related to the duties of a particular post and the relevant salary scale. No applicant or member of staff will be treated less favourably than another because of their age, disability, ethnicity, marital or civil partnership status, parental status, religion or belief, gender, sex or sexual orientation