

Holocaust Centre North

Schwann Building, University
of Huddersfield Campus
Queensgate — HD1 3DH
Huddersfield, West Yorkshire
T (+44) 01484 471939

www.holocaustcentrenorth.org.uk
support@hud.ac.uk

Archivist

Salary range: £33,061.344 per annum (pro rata)
Hours of work: 0.8 FTE - 30 hours / 4 days per week (Monday-Thursday)
Fixed term contract for 3 years
Reporting to: Head of Archives
Some evening and weekend work required, flexibility for occasional home working

Role

We are seeking an experienced Archivist to join Holocaust Centre North as we deliver Homeward Bound II – an exciting project to expand, catalogue and digitise the Holocaust Survivors' Friendship Association (HSFA) Archive between 2026-2028. This role is initially a 3-year contract at 0.8FTE.

This is a fantastic moment to join Holocaust Centre North as we develop our living archive and our work as the Centre for Holocaust education and awareness in the North of England.

The Archivist will lead on **delivering our National Archives funded 'Archives Revealed' project to catalogue 100 sets of Personal Papers** comprising objects, records, photographs and testimonies of Holocaust survivors and refugees who made their lives in the North of England.

As well as cataloguing, the Archivist will **provide access to the existing collection** for staff and researchers, oversee its day-to-day management and **line-manage the two Archive Officers**, one of whom leads on Digitisation and one on Access & Research. The post-holder will be involved in other activities, such as press or events, to develop the archive and support the wider work of the Centre.

Holocaust Centre North promotes diversity and equality of opportunity at all levels. As such, we welcome applications from all suitably qualified persons. All applicants must have the right to work in the UK without restrictions.

To apply, please submit a CV and Covering Letter to support@hud.ac.uk by Tuesday 2nd June. Please ensure that the Covering Letter addresses each essential criteria outlined in the Person Specifications. Interviews will be Wednesday 10th June at the University of Huddersfield.

For more information about Holocaust Centre North, please visit our website: holocaustcentrenorth.org.uk

About us

At Holocaust Centre North, home of HSFA, we tell the global history of the Holocaust through the local stories of Jewish survivors and refugees who rebuilt their lives in the North of England.

Our permanent exhibition in Huddersfield anchors this work. It places their stories within a broader historical context, offering visitors a concise, accurate, and engaging account of the Holocaust and its aftermath. It remains the only

space in the North of England dedicated to doing so. At the heart of our work is the care and cultivation of a growing, living archive of fragile objects, personal papers, and fractured memories.

Our bold public and school programmes, artist residencies and community projects invite people of all ages to engage with Holocaust memory as a living, urgent force for change.

The Holocaust revealed the worst of what humanity is capable of: moral collapse, complicity, and the systematic dehumanisation of others. In response, our work champions the best of what people can be: caring, creative, courageous, and committed to remembering, with historical rigour and responsibility towards the future.

Together with those who visit, learn, and create with us, we use Holocaust history to interrogate global questions of justice, responsibility and humanity, and to defend human rights, dignity, and freedom today.

Main purpose of role

To manage, catalogue, preserve and make accessible the HSFA Archive according to professional standards

To manage the two Archive Officer roles

Core responsibilities

Collections Management

- Undertake appraisal, arrangement, description and cataloguing of the HSFA's archive and object collections within agreed timescales, creating a detailed multi-level description of the material to ISAD(G) standard
- Develop the use of MODES collections management system within the Centre's Collections work
- Preserve the physical collections through repackaging, conservation assessment and routine preservation activities
- Carry out routine digital preservation activities
- Collate and utilise data on collections usage
- Support digitisation as and when necessary (for example during busy periods), via photography, scanning and metadata capture of the collections (led by Archive officer: Digitisation)
- Support development of the Collections Browser galleries and themes (led by Head of Archives)
- Manage rights and legislation in the collection, ensuring compliance with GDPR, copyright legislation and professional standards, and seeking guidance where necessary
- Collate and utilise data on collections usage

- Support digitisation as and when necessary (for example during busy periods), via photography, scanning and metadata capture of the collections (led by Archive officer: Digitisation)
- Support development of the Collections Browser galleries and themes (led by Head of Archives)

Access

- Provide on-site supervision and remote collections access for staff, researchers, collection donor families, volunteers and students
- Answer enquiries in person and via email, telephone and online appointments

Management & Training

- Line-manage two Archive Officers
- Manage student placements and archive volunteers (with significant input from Archive Officers)
- With the Head of Archives, lead on skills training for the Collections team and wider staff

Learning and Engagement

- Support colleagues to identify ways of embedding the collection in the work of Holocaust Centre North, including the learning and community programmes, Memorial Gestures artist residencies and in enhancements to the permanent exhibition
- Take part in PR and marketing activity to promote the collection, for example to highlight collection items or document the progress of Homeward Bound
- Liaise with internal and external stakeholders to develop interest in the collections, including embedding the collections in research and teaching and promoting via social media and press

Policies and Procedures

- With the Head of Archives, develop Collections policies and procedures
- Contribute to the Centre's application for Arts Council Museum Accreditation, supporting the Senior Leadership Team and other colleagues in developing relevant procedures for managing and making accessible archive material

Day-to-day operations

- Support the Head of Archives in creating regular written project reports for funders and the HSFA Board
- To undertake any other duties consistent with the post that may be required. This may include evening and weekend work for which time off in lieu will be given

Person specification

Attributes	Essential	Desirable	Evidenced by
Qualifications/ Training	<ul style="list-style-type: none"> PG Certificate / Diploma / Masters degree in archive management, or equivalent professional experience Proficiency in the use of Microsoft Office evidenced by an IT qualification or demonstrable experience 	<ul style="list-style-type: none"> Graduate degree in a subject relating to history, politics or current affairs Proficiency in Adobe software, including Lightroom, Bridge, Audition, Acrobat 	Application, certificates
Experience	<ul style="list-style-type: none"> Professional role within an archive service Cataloguing to ISAD(G) standard Working with archive and object collections Working with digital records Undertaking enquiry work Supervising and training students and/or volunteers Dealing with sensitive situations in a professional manner 	<ul style="list-style-type: none"> Experience of MODES Experience of working with / researching traumatic histories Dealing sensitively with vulnerable groups Creating website and social media content relating to collections 	Application, interview
Knowledge	<ul style="list-style-type: none"> Good general knowledge of 20th century European history Knowledge of appropriate standards and best practice in collections management Knowledge of copyright legislation as applicable to archive collections Knowledge and understanding of best practice in data protection relating to archive collections Knowledge of digital archives 	<ul style="list-style-type: none"> Subject knowledge of the Nazi era and the Holocaust Knowledge and understanding of best practice in digital preservation 	Application, interview
Skills & Attributes	<ul style="list-style-type: none"> Calm and methodical approach to work Accurate with attention to detail Excellent written communication skills with good attention to detail Excellent verbal communication skills, with the ability to communicate at all levels and work with others in a friendly and approachable manner Excellent organisational skills, including the ability to work under pressure, to meet deadlines and to manage conflicting priorities Self-motivated and able to work on own initiative, but also able to work as part of a team Ability to move moderate weights such as archive boxes Flexibility to occasionally work evening and weekends by prior arrangement 	<ul style="list-style-type: none"> Basic German-language reading skills, with willingness to develop fluency (support will be provided) 	Application, interview