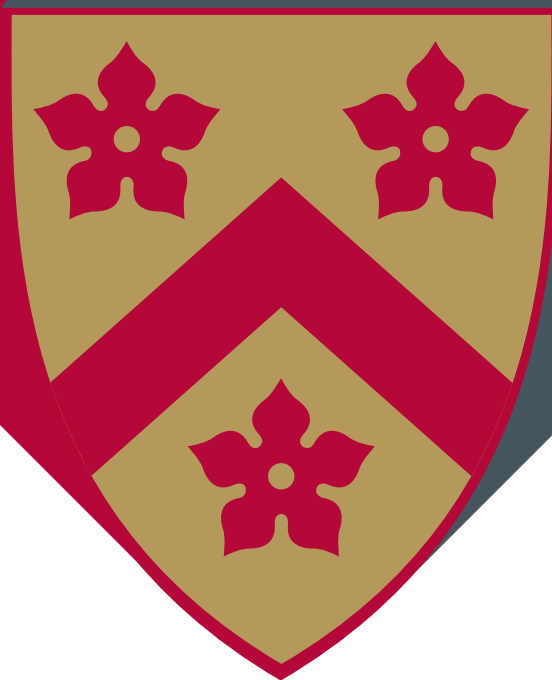


Candidate pack

# Archivist



All Souls College  
University of Oxford



[www.asc.ox.ac.uk](http://www.asc.ox.ac.uk)



All Souls College  
Oxford, OX1 4AL



+44 (0)1865 279379

There is lots of opportunity to work on projects that provide a wider scope to develop your interests and skills.

**Matt Kirk**  
Academic Administrator

# About All Souls College

A registered charity and one of the 39 constituent colleges of Oxford University, All Souls is renowned globally for its support of world class academic research, as well as intellectual engagement with the wider world.

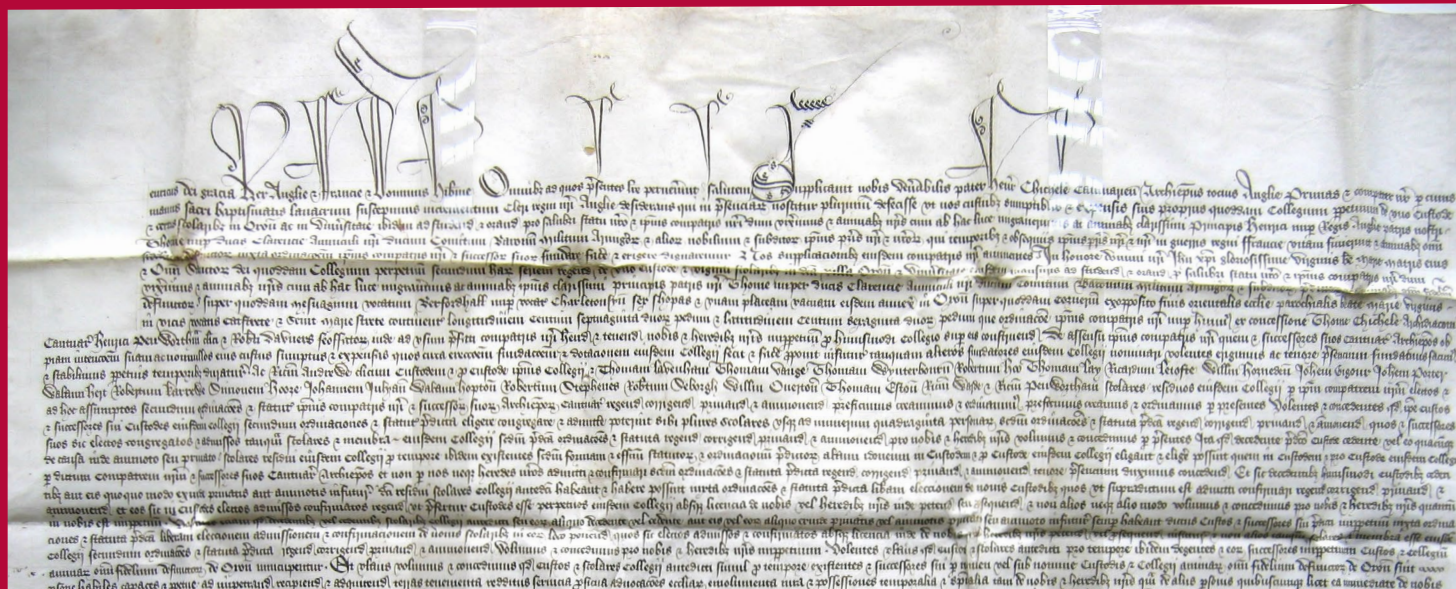
We have a proud history too. Founded by King Henry VI and Henry Chichele, the Archbishop of Canterbury in 1438, to commemorate the victims of the Hundred Years' War, our past Fellows include some prominent figures, including Sir Christopher Wren, William Blackstone, William Gladstone, Lord Curzon and Lawrence of Arabia.

Today, nearly 600 years later, we are unique among Oxford colleges due to our distinct focus on supporting research and building connections between academia and public life. We have no undergraduate members but instead support a diverse community of academics ranging from those just starting their careers, mid-career postdoctoral researchers and those at the very top of their respective fields. Fellowships at All Souls are highly sought after and extremely competitive, with candidates undergoing a rigorous selection process.

The primary focus of the College is on promoting pure and applied research, as well as intellectual engagement with a wider world, with Fellows engaging in an array of academic disciplines, including history, literature, philosophy, law and science. We provide an intellectually stimulating environment where Fellows have the freedom to pursue their research interests independently while benefitting from interdisciplinary collaboration. While in the contemporary academic landscape, the College remains a beacon of excellence, attracting top scholars from around the globe.

With a rich history, distinguished Fellowship and unwavering commitment to academic rigour, the College continues to inspire and shape the minds of future generations of thinkers and leaders, making it a great place to work. As well as wonderful historical surroundings, our staff enjoy excellent benefits, including ongoing training and development. Together, they help to ensure the College remains a symbol of enduring scholarly tradition and innovation.

We look forward to receiving your application.







# Welcome from the Domestic Bursar

Thank you for your interest in the role of Archivist at All Souls College, Oxford. We hope the information contained in this pack will make you keen to find out more. If you have the skills, qualities and experience it takes to be part of our team, we would very much like to hear from you.

Steve Evans, Domestic Bursar



# Why work for All Souls College?



When you join All Souls College, you don't just get to enjoy a competitive salary while working in historic surroundings.



**A contributory pension scheme**



**Private healthcare**



**An employee assistance programme**



**Meals while on duty**



**Bus ticket loan**



**Healthcare Cash Plan**



**Discounted fitness memberships**



**A generous holiday allowance**



**A staff team building day**



**Cycle to work scheme**



**An annual staff outing**



**Staff and Fellows' social events**

We also provide a comprehensive range of benefits, as well as ongoing training and development for every employee.



# Hear from our employees

Our employees talk about what makes All Souls College a great place to work.



“

All Souls College offers a friendly, welcoming team environment full of interesting people working alongside the academic research of the Fellows. There is a lot of opportunity to develop within your role.

**Arjun Handa**  
Events Manager

“

All Souls College offer access to the university's training courses and provide a supportive environment for training and development.

**Matt Kirk**  
Academic Administrator

“

I feel very well supported by both my immediate manager and more senior management as well.

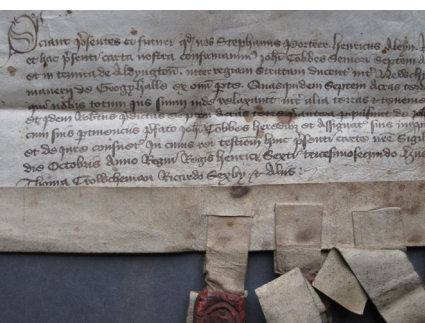
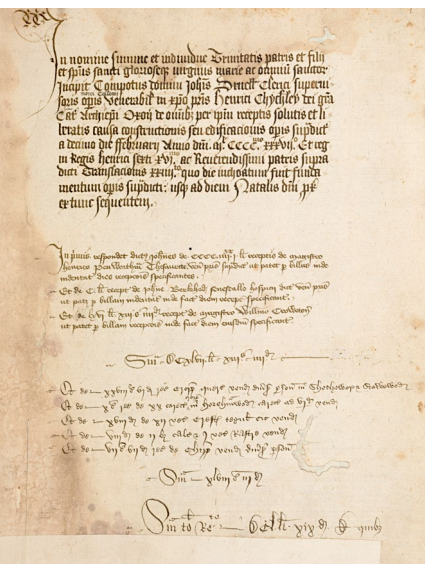
**Helen Green**  
Catering





# Archivist

**Grade 7 £38,67-£46,913 pro-rata plus excellent benefits**  
**0.6 FTE (0.8 FTE may be considered)**



## About the Archives

All Souls College Archives are rich, broad, and varied; the contents run from the 13th to the 21st centuries. All Souls' earliest archives relate to the College estates: title deeds, leases, and associated letters and legal papers. There are also the charters and injunctions relating to the foundation and administration of the College; correspondence between the Wardens and the Visitors (the Archbishops of Canterbury), and other letters and documents relating to the internal running of the College, as well as the accounts and domestic records, including extensive building records. The Archives were arranged by Warden Hovenden in the late sixteenth century, and this order, maintained through the nineteenth century cataloguing, survived into the twentieth century. The College archive uses Epexio as its Collection Management System and online catalogue, and it subscribes to the University's Digital Preservation Service (DigiSafe).

## What you will be doing

As a newly created role, this post presents a unique and exciting opportunity as the successful applicant will be the first qualified professional Archivist of All Souls College. You will be responsible for developing and implementing an archives strategy with the oversight of the Domestic Bursar and Fellow Librarian and Archivist, and support from other members of staff. The post holder will also have responsibility for line managing an Estates Archivist, responding to archival queries, cataloguing materials, advising and supporting colleagues with data protection and records management, and outreach work to include promotion of the archives within College and beyond, liaising with Library staff.

## What you will need

We are looking for a proactive and enthusiastic professional with a strong background in archive management, preferably in educational and/or research institutions. You will be able to balance attention to detail with prioritisation, enjoy working closely with colleagues but be willing to take initiative and work independently. Strong IT skills – experience with Epexio and DigiSafe, or similar programmes, would be useful. You will be encouraged to take ownership of the Archives department, with support from your colleagues. Join us, and be part of the All Souls College team.

“There is excellent co-ordination and communicating with other departments. It is a very symbiotic environment – we all need each other to ensure our jobs run smoothly and to ensure that the highest standards are achieved.”

**Arjun Handa Events Manager**

# How to apply

Applications for the Archivist role should be submitted by email to [staff.appointments@all-souls.ox.ac.uk](mailto:staff.appointments@all-souls.ox.ac.uk) by Monday 24th February 2025 and should include:

- ✓ **A covering letter.** Please ensure that your application clearly demonstrates how your skills and experience match the selection criteria listed in the job description as this will be used for shortlisting for this role.
- ✓ **A CV** including current salary details and contact details of two referees.
- ✓ Please complete the online **Equal Opportunities monitoring form** (optional) this will not be seen by those involved in the selection process and will play no part in the selection process, but the information provided enables the College to monitor the success of its equality policy.

If you have any queries about the post before applying, please email the Acting Librarian in Charge, Gabrielle Matthews: [library@all-souls.ox.ac.uk](mailto:library@all-souls.ox.ac.uk)

Any offer of appointment will be subject to the receipt of satisfactory references and successful completion of the pre-employment checks including documentary evidence of eligibility to work in the UK.



## Getting to All Souls College

Oxford, The City of Dreaming Spires, is a great city to work in, with world-class museums, scenic waterways and galleries filled with ancient treasures, Oxford offers a vibrant community with plenty to see and do.

All Souls College is right in the centre of Oxford and easily commutable by car, bus, and train.



Scan the QR link to find All Souls College on Google maps



### By Car

All Souls College is accessible via the M40, M4 and A34, with easy access by car from London, leaving the M40 at Junction 8.

Please note: due to our city centre location there is no parking on site, although the city's park and ride service provides regular bus services to the city centre (or a short ten minute walk).



### By Bus

Reaching the College is easiest by bus, with many of the main bus services available from the high street bus stops a 5 minute walk away.

We are close to or on all major bus routes including the main park and ride stops which are between a 15 to 30 minute bus ride away.



### By Train

If you are travelling by train, you can walk to the College from the station in approximately 15 minutes or take a 20 minute bus journey.

Regular direct train services operate to and from London Paddington, Birmingham New Street, Manchester Piccadilly, Didcot Parkway and Bournemouth.

All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

All applicants must be eligible to work in the UK and will be asked to provide evidence of this.

All personal data supplied by applicants will be held and used in accordance with the [College Data Protection Policy](#).