



The Representative Church Body



#JOB-2455978

REPRESENTATIVE CHURCH BODY,



Braemor Park, Churchtown, Dublin 14, D14

N735



No of positions : 1



Paid Position



35 hours per week



37000.00-42000.00 Euro Annually



01/07/2026



29/07/2026

## How to apply

### Application Method :

Not available



Open your camera app & point here to view this ad online



## Assistant Archivist

### Application Details

In order to work in Ireland a non-EEA National, unless they are exempted, must hold a valid employment permit. Please review the [Eligibility and requirements for an employment permit](#) if you are unsure of your eligibility to apply for this vacancy.

### Job Description

#### Role Profile

The successful candidate will work under the direction of the Librarian & Archivist, to process and catalogue incoming collections of archives and promote the content of the Library's extensive holdings. The candidate will be part of the Library team and contribute to its ongoing work and outreach.

#### Specific Responsibilities

- Assisting in the processing and cataloguing of incoming collections;
- Updating and uploading finding aids to the Library's web pages;
- Contributing to the Library's ongoing digitization projects including managing projects on a book scanner and digital slide scanner;
- Assisting visitors and answering public enquires;
- Initiating and managing exhibition projects and contributing to raising the profile of the Library and its varied collections;
- Other projects and tasks as may be assigned by the Librarian and Archivist.

Further details, including location and contact information, are available at <https://www.churchofireland.org/about/rcb-library>

#### Person Specification

#### Education / Training

#### Essential

A primary degree in history or other relevant discipline

A recognised postgraduate qualification in archive or library studies

#### Desirable

Professional member of the ARA (Archives and Records Management Association)

#### Experience

##### Essential

A minimum of three years' experience working in an archive, including at least one year's experience in a religious archive.

Experience digitising archival materials across multiple formats (including paper records, photographic material, and slides)

Proven experience of completing archival projects in a systematic and timely fashion

Experience of collaboration, teamwork and building relationships

##### Desirable

Knowledge of latest digitisation systems (eg. Book2Net Lizard, Tocosia, Silverfast9).

#### Knowledge / Skills

##### Essential

Excellent communication skills including making presentations and engaging with relevant stakeholders

Experience curating small displays for exhibition

Proficient in Microsoft Access (including database management and reporting)

Experience in developing and managing websites and organisational social media accounts, including updating content and maintaining an online presence.

Excellent organisational and inter-personal skills with proven ability to work to deadlines and prioritise workloads

##### Desirable

Experience researching and writing content for publications including online and print content.

Knowledge of website CMS platform Edditt.

#### Other

##### Essential

Be highly motivated and flexible

Entitled to work and live in Ireland

The Representative Church Body reserves the right to enhance these criteria for the purposes of shortlisting. Any enhancements to the criteria will be applied equally to all candidates.

#### Terms and Conditions of Appointment

Appointment: The appointment will be permanent, subject to satisfactory probationary performance, and start on the 1 January 2027

Hours of work: Full time (core 35-hour

- **Sector:** other service activities

#### **Career Level**

- Not Required