

# ARCHIVIST (PART-TIME) – ROLE SPECIFICATION

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## Role Overview

**Job title:** Archivist

**Salary:** €41,000 (DOE) pro rata

**Contract:** 3 years

**Hours:** Part-time, 18 hours per week, scheduled by agreement

**Reporting to:** Librarian

**Location:** Henrietta Street, Dublin 1, DOI KF59. *Role is based onsite only*

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## About Us

The Honorable Society of King's Inns (King's Inns), established in 1541, is Ireland's Oldest School of Law and one of Ireland's significant historical environments.

Today, King's Inns is an independent educational institution renowned for professional legal education and training. King's Inns is the Irish 'Inn of Court', training and admitting legal professionals who wish to be awarded the degree of Barrister-at-Law necessary to be called to the bar by the Chief Justice of Ireland. As well as educating future and qualified barristers, the school extends its reach to a diverse community of people from legal and non-legal backgrounds offering a range of accessible part-time courses in specialist areas of the law.

Our reputation is international, and eminent graduates include former Presidents of Ireland, Taoisigh, politicians, leading academics, many leaders, and advocates across other professions, and, of course, judges and barristers in practice throughout the English-speaking world. King's Inns history is significant with a diverse legal and cultural heritage and a Library that houses over 110,000 volumes. We actively preserve and showcase our heritage and magnificent architecture through the many cultural and arts projects we operate.

**Our mission** is to excel in the provision of both professional and academic legal education and training, and to develop and nurture lifelong relationships with our entire membership.

**Our Vision** is to further develop King's Inns as a modern twenty-first century institution, which is a centre of excellence in the provision of legal education and training, and to have a value and significance for its membership who promote the importance of the rule of law in a modern democracy.

Governed by our Trustees and members of Council, King's Inns is a registered charity [kingsinns.ie](http://kingsinns.ie)

# ROLE DETAILS

The King's Inns archival collections date back to 1607 and include institutional records, admission papers, manuscripts, and a small collection of private papers. The collection is accessed for genealogical queries and from members of the academic community. The archive service is delivered solely by the Archivist who works as a member of the library team and reports to the Librarian. The position affords the opportunity to gain invaluable experience in shaping and developing the existing archive service of King's Inns. The successful candidate will display strong initiative, be a self-starter and be proactive in their role.

The Archivist will manage the day-to-day running of the archives, including accessioning, surveying, making recommendations concerning storage, cataloguing, conservation/preservation, or disposal of records, undertaking work on the arrangement and description of archives, and the provision of access to the archives.

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## Key Responsibilities

- Preserving, arranging and cataloguing internal accessions and unprocessed archive materials
- Contributing to the development of appropriate archival, records management and digitisation policies and processes which will ensure the long-term preservation and access to the collection.
- Implementing appropriate archival, records management and digitisation policies and processes.
- Proposing, planning and delivering outreach projects.
- Assisting in the development and operation of digitisation programmes.
- Identifying opportunities to seek funding for projects.
- Collaborating with internal departments and external bodies, building on existing relationships and partnerships.
- Dealing with enquiries and correspondence relating to the archives collection.
- Producing progress reports
- Carry out any other duties as appropriate and/or as may be from time to time assigned.

## Projects:

- Review existing collections and collection/accession policies to ensure compliance with GDPR.
- Convert existing Finding Aids (word doc) into archival standard online catalogues, advising on archival software requirements as appropriate.
- Rehousing a section of existing records.

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## Essential Criteria

- A recognised post graduate qualification in archival studies from a course accredited by the Archives and Records Association, Ireland and UK.
- Excellent communication and presentation skills.
- Excellent IT skills and experience of using a wide range of technologies including digitization.
- Have project management capability, demonstrated by experience of delivering projects.
- Ability to work independently and as part of wider library team.
- Ability to be flexible and manage various tasks.
- Have demonstrable knowledge of best professional practice.
- Knowledge of archival cataloguing standards.

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## Desirable criteria

- Demonstrable knowledge of Irish history.
- Experience of exhibition management, marketing, promotion.
- Knowledge and experience of utilizing social media.
- Initiative, creativity, enthusiasm.
- Evidence of being professionally active within the field and/or evidence of CPD.
- Member of the Archives and Records Association (or another comparable body).
- Evidence of relevant work experience pre or post qualification.

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## How To Apply

Submit a cover letter setting out how you meet the requirements along with your CV to [hr@kingsinns.ie](mailto:hr@kingsinns.ie) by **5pm** on Friday 12 September 2025

Any queries on the role or application process can be sent to [hr@kingsinns.ie](mailto:hr@kingsinns.ie)

**King's Inns is an Equal Opportunities Employer.**

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## Data Protection:

King's Inns will treat all the information including personal data which you give as confidential, subject to the Data Protection Acts. Our Data Protection Statement can be found on our website [here](#).