



An Roinn Gnóthaí Eachtracha
Department of Foreign Affairs

RECONCILIATION FUND

BACKGROUND

Armagh Robinson Library

Armagh Robinson Library was established in 1771 by Archbishop Richard Robinson. Along with its second building at nearby No 5 Vicars' Hill, where examples of the Library's non-book collections are on display, Armagh Robinson Library is an accredited museum and a popular visitor attraction. The Library appears in *The Lonely Planet Guide's* 'Top 500 Places to Visit in the United Kingdom', one of only twenty tourist attractions from Northern Ireland to feature.



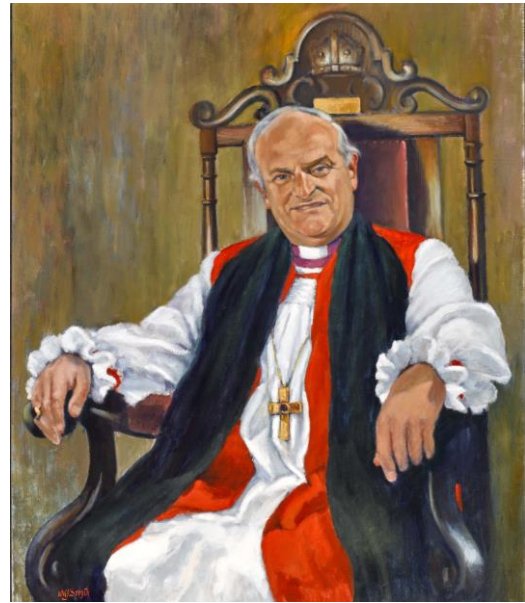
The Long Room, Armagh Robinson Library

Project Overview

The postholder will co-ordinate the 'Promoting Understanding Through Collections' Project, which is funded by the Irish Government's Reconciliation Fund, administered by the Department of Foreign Affairs.

Armagh Robinson Library's collections span several millennia of human history and encompass the history and literature of all traditions on the island of Ireland. In particular, the Project will examine the papers of the former Church of Ireland Archbishop, The Rt Revd the Lord Eames, through cataloguing of his archive, digitisation/photography, interpretative and outreach events (some being in collaboration with the Cardinal Tomás Ó Fiaich Library and Archive, Armagh, which holds papers relating to Eames's Roman Catholic counterparts). The aim is to utilise the rich resources of Northern Ireland's oldest public library to promote mutual understanding of Irish history.

The Papers of Archbishop Robin Eames, held in Armagh Robinson Library, cover his career within the Church of Ireland, including his time as Bishop of the cross-border Diocese of Derry and Raphoe (1975-1980), Bishop of Down and Dromore (1980-1986) and Archbishop of Armagh and Primate of All Ireland (1986-2006). They consist of letters, newspaper clippings, photographs and texts for addresses and sermons, etc. Correspondents include Irish Ministers of Foreign Affairs, such as Michael O’Kennedy, British Prime Ministers such as Margaret Thatcher, and Archbishops of Canterbury. Key historical events and developments during the late 20th century are illuminated by the collection, for instance, the 1979 Papal Visit to Ireland, the Anglo-Irish Agreement, the Downing Street Declaration, the Drumcree stand-off, the Ceasefires, etc. Eames’s relationship with his Roman Catholic contemporaries, including Bishop Edward Daly and Archbishop Tomás Ó Fiaich, is dealt with too.



Archbishop Robin Eames
(Armagh Robinson Library Art Collection)

Taken as a whole, the Robin Eames Collection provides a fascinating insight into the role played by Eames (and the churches) in the Peace Process. There is also material in the collection relating to the role Eames played in the world-wide Anglican Church, including papers relating to various Lambeth Commissions that he chaired.

As well as cataloguing and researching the Eames Collection, the Project will also involve delivery of on-site, outreach and online events. In addition, there will be a session for secondary school pupils studying the period of the Troubles and Peace Process, and provision of transport costs will facilitate cross-community, and cross-border, visits to Armagh Robinson Library and Armagh’s two Cathedrals.

JOB DESCRIPTION

Job Title:	Project Officer
Duration:	Fixed-term contract for 12 months
Normal Work Location:	Armagh Robinson Library, 43 Abbey Street, Armagh, BT61 7DY
Hours of Work:	35 hours per week (excluding breaks) being Monday – Friday, 9am – 5pm Some evening and weekend work may be required as dictated by operational needs. Where the hours worked exceed 35 hours per week, time in lieu will be applicable.
Holiday Entitlement:	25 days plus 11 Public Holidays per annum
Salary:	NJC Scale 6 Point 19 (Currently £25,927 p.a.)
Reporting to:	The Director

Main Purpose of the Job

The postholder will be responsible for co-ordination and delivery of the 'Promoting Understanding Through Collections' Project. This will include undertaking all research, cataloguing, event planning, marketing/PR, volunteer management and administrative duties relating to the Project.

Duties and Responsibilities

- Undertake relevant research on the collections of the Library, specifically the Robin Eames Collection.
- To catalogue the Eames Collection.
- To safely handle and pack historic items.
- With the assistance of Library staff, prepare an exhibition incorporating the Eames Collection.
- Assist with planning and organisation of photographic work of collection items, ensuring digitisation/photography of a selection of historically significant items from the Eames Collection for placement on the Library's website.
- Liaise with schools, groups and individuals to ensure involvement in the project.
- Organise workshops/conferences/events, in-person and online, to promote engagement with the Eames Collection.
- Contribute to public engagement events and to education programmes, including giving talks both at the Library and elsewhere based on research undertaken.
- Responsible for preparation of PR/marketing activities associated with promoting the Project, including writing press releases, producing website information, writing posts for the Museum's Facebook and Twitter pages, etc.
- Mentor and supervise volunteers and student interns.
- Report Project progress through written reports to the Director and Funder.
- Assist with preparation of claims to the Funder and monitoring audit requirements to ensure that all obligations are met.
- Responsible for evaluation of the Project to include designing evaluation forms, capturing and recording data.

General

- Adhere to all Library policies and procedures.
- Adhere to health and safety regulations and be aware of disability and access requirements, familiar with evacuation procedures and able to implement them in case of an emergency, including assisting visitors and colleagues.
- Keep up to date with developments and changes in legislation to aid and enhance the role, whilst ensuring adherence to legislation.

- Undertake training and attend meetings as appropriate and provide feedback and comments to maintain the high standard of the Library.
- Promote and safeguard the welfare of children, young people and adults at risk with whom the postholder may come into contact.
- Undertake all aspects of work respecting confidentiality.
- Any other reasonable duties which fall within the remit of this job role.

SELECTION CRITERIA

Essential Criteria

- Primary degree (or equivalent qualification at Level 6 or above) in a relevant subject, e.g. (modern) history, museum studies, politics, theology, etc.
- At least one year's previous experience carrying out historical research including thorough knowledge of research and archival sources, collating data, analysing information, identifying issues and producing research-related outputs.
- A proven ability to deliver work on time to a high standard.
- At least 6 months' previous experience of co-ordinating and delivering workshops and other public engagement activities, e.g. lectures or conferences for adults and/or sessions for schools.
- Excellent IT skills, e.g. competence in the use of Microsoft Office applications including Word, Excel, PowerPoint and Outlook; experience working with digital cameras/scanners and imaging software; prior use of Collections Management Software when working in a Library, Museum or Archive; use of social media and online platforms such as Zoom/Microsoft Teams.
- Excellent written and oral communication skills.
- Ability to work independently and as part of a team.

Desirable Criteria

- Postgraduate degree (or equivalent qualification at Level 7 or 8) in a relevant subject (e.g. history, archives and records management, library/museum studies, politics, theology, etc.), ideally involving study/research relating to Ireland in the (late) 20th century.
- At least 6 months' previous experience of cataloguing historic collections, e.g. within an archive, library or museum.
- Proven ability to work within a budget and to operate within strict financial control procedures.
- Prior experience in the implementation of a marketing programme and carrying out associated PR activities.
- At least 6 months' previous experience of organising, directing and supervising volunteers working on practical projects.
- Previous experience of recording oral history.