

Archive Assistant

Sedgwick Museum, Department of Earth Sciences

Closing Date: 06 July 2025
Job Reference: LB45616



Archive Assistant, Sedgwick Museum of Earth Sciences

Salary:

£26,942 - £30,805 pa

Contract:

Permanent with limited funding.
Funding available until 30
September 2029 in the first
instance.

Location:

Cambridge

Faculty / Department:

Department of Earth Sciences

Responsible to:

Museum Archivist

Working Pattern:

Full Time

The University of Cambridge has a Hybrid Working Policy that aims to enable as many staff as possible to work in a hybrid way if they so wish, whilst recognising that some roles will include tasks that can only be performed on University premises.

Purpose of the role

The purpose of this role is to assist and support the Archivist in making the Sedgwick Museum's archival material accessible to researchers and staff, and ensuring it is cared for and documented to a high standard.



Key responsibilities

1. Documentation

- Liaise with the Archivist to accession documents and determine the appropriate level of description
- List and catalogue the material to sector standards, creating records on ArchivesSpace (ArchiveSearch) and the Museum's database
- Contribute to adapting and improving the Museum's policies and procedures related to archiving

2. Collections Care, conservation and storage

- Rehouse the material into appropriate, archival storage to sector standards
- Create a prioritised list of items that need specialist conservation
- Liaise with the Archivist to digitise records for preservation purposes

3. Research Access

- Contribute to responding to research enquiries and to preparing and invigilating archive research visits, including the retrieval and return of items from the stores and responding to queries that visitors may raise
- Ensure that copyright, access restrictions, and other regulations are observed

4. Communication

- Maintain regular communication about the progress of documentation and collections care with key colleagues, including writing brief progress reports for the Museum Steering Committee
- Contribute to supporting and supervising volunteers working on the archive collection.
- Share information and practice with other members of Cambridge archivist networks
- Liaise with the Archivist and other members of the Museum's Collections Team to coordinate archive research visitors and volunteers and contribute to the smooth running of the Collections Research Centre.
- Contributing to engaging the public, student and specialist audiences, for example by contributing to tours, events, displays and exhibitions, dissertation fairs and social media.

5. Other

- Be an active member of the Museum team, contributing to meetings and helping with visitors, activities and events

Person Specification

Criteria	Essential	Desirable
Experience		
Experience of working in an archive or within a heritage environment as an employee, user or volunteer	✓	
Skills		
Accuracy and attention to detail	✓	
Knowledge of cataloguing and collections care standards for archival collections		✓
Excellent IT skills, including ability to use and work with databases.	✓	
Ability to work independently	✓	
Good planning and organisational skills	✓	
Good communication skills	✓	
Education		
Educated to A level standard / NVQ level 3 or equivalent level of practical experience	✓	
Additional requirements		
An interest in geology, geography, fieldwork and/or the history of science		✓
An interest in a career in Archive Management or Heritage Environment		✓



The Sedgwick Museum of Earth Sciences

The Museum has the privilege of caring for an internationally important geological collection, and the benefit of an outstanding team of staff and volunteers. Our position at the intersection between the scholarship of the University and our wider audiences and communities enables the Museum to bring people together to stimulate learning, discussion and debate about the history of the Earth, life, the environment and the challenges facing society. We want the Museum to be a place for everyone, and we embed compassion, kindness, inspiration, respect, honesty, inclusivity and a welcoming approach in all we do. We are about the present and future as much as the past and aspire to build understanding of the vital role of Earth science in a global sustainable future, and to inspire and empower the next generation of scientists.

The Museum is embedded within the Department of Earth Sciences and has a team of 15. As well as the main historic museum building, much of the collections are housed in the Museum's Collections Research Centre on Madingley Rise which opened in early 2020. A key priority for the Museum is the development of this facility to be an international focus for collections research, with the facilities, resources and systems to welcome a wide variety of research and other users, and enable them to access and engage with the collections.

The Sedgwick Museum benefits from being part of the cross-disciplinary University of Cambridge Museums (UCM) Consortium, comprising eight museums and the Cambridge University Botanic Garden, and the Collections-Connections-Communities Strategic Research Initiative.

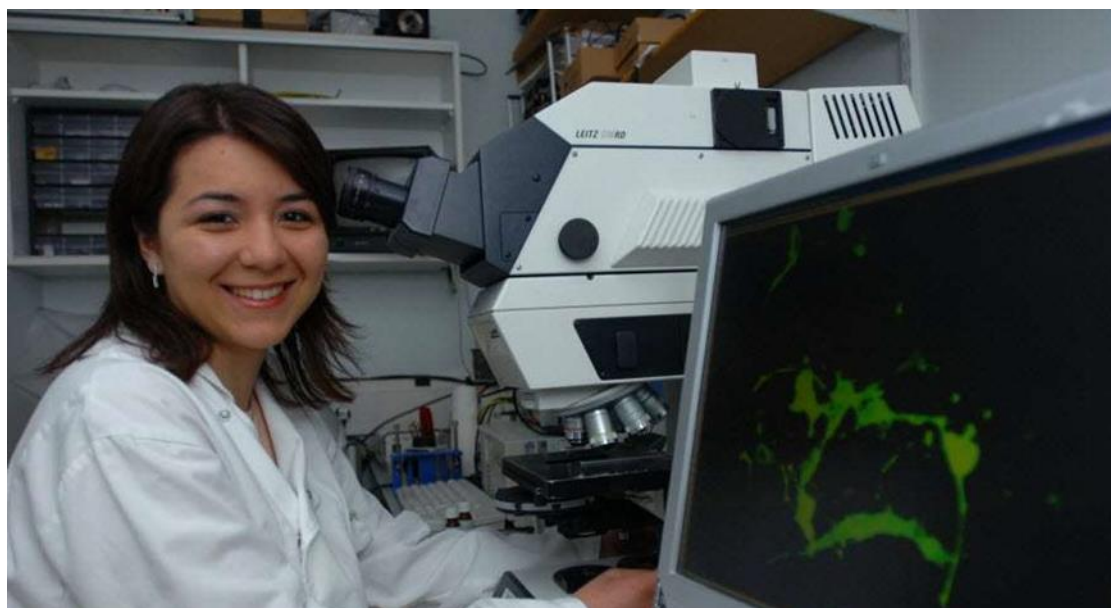
The Museum's Team Charter reflects our shared individual and museum values, which all team members aim to uphold through all aspects of their work and interactions:

- We are a welcoming space for everyone
- We aim to be compassionate and kind to each other and to our visitors
- We aim to inspire others through our actions
- We treat everyone in our community equally and how we would want to be treated ourselves
- We provide a safe and inclusive space for ourselves and our visitors



The Department of Earth Sciences

The Department undertakes research in the broad areas of Earth, Environment and Planetary Sciences. Cambridge Earth Sciences achieved the highest overall GPA in its UoA for the 2022 REF and it is one of the top ranked university Earth Science Departments in the world. We were listed top in the Complete University Guide Subject League Table 2022 for UK Geology and 4th in the QS world rankings for Earth & Marine Science 2021.



The core mission of the Department is to place fundamental science at the heart of addressing present and future societal challenges. Our strategic vision is founded on the following guiding principles:

- **A vision for research** that pursues fundamental, curiosity-driven science leading to major breakthroughs in our understanding of the Earth and the Environment.
- **A vision for impact** that creates pathways to translate fundamental research into long-term societal and commercial benefit, identifies broad research priorities that are aligned with those of the UK government, research councils and stakeholders, and leads to growth and diversification of grant income.
- **World-class research infrastructure** through sustained investment in equipment and laboratories, enabling research activity to be maintained at the cutting edge.
- **Outstanding technical support and innovation**, with an emphasis on sustaining and developing expertise for the long term.
- **Well-funded postgraduate research programmes**, providing outstanding training to the next generation of scientists, and delivering sustainable growth in postgraduate numbers.

- **Attracting the best Earth and Environmental scientists** at all levels, ensuring we remain internationally competitive in the recruitment and retention of talent.
- **A supportive and collegiate work environment** that creates the time and space for academics to pursue world-leading research.
- **Commitment to the development and promotion of researchers** at all career stages through effective appraisal and mentoring systems.
- **Effective financial and administrative support**, allowing researchers to focus more of their time on delivering their science goals.
- **Promoting equality, diversity and inclusion** in all areas, and a commitment to support the physical and mental wellbeing of all our staff, postdocs, postgraduates and undergraduates.

Further general information about the Department of Earth Sciences and the University of Cambridge can be found on the websites: <http://www.esc.cam.ac.uk> & <http://www.cam.ac.uk>.

School of the Physical Sciences

The School of the Physical Sciences is one of six Schools making up the academic work of the University. It comprises the following Departments and Institutes:

Applied Mathematics & Theoretical Physics (DAMTP), Cambridge Zero, Earth Sciences, Geography (including the Scott Polar Research Institute), Institute of Astronomy, Isaac Newton Institute of Mathematical Sciences (INI), Materials Science and Metallurgy (MSM), Physics (Cavendish Laboratory), Pure Mathematics & Mathematical Statistics (DPMMS) and the Yusuf Hamied Department of Chemistry.

About the School

The School's vision is to strengthen and enhance Cambridge's position as one of the leading institutions globally for the best people to pursue their careers in the Physical Sciences. The School aims to contribute to our understanding of the physical world through excellence in observational, theoretical and experimental science and to extend quantitative, qualitative and interdisciplinary methodologies to address problems across a range of fields including biology, technology, medicine, social science and the humanities.

The School is responsible for allocating core funds to departments and provides broad strategic focus in a number of areas including; research activity, human resources, infrastructure and estate needs, undergraduate and postgraduate education, IT and digital transformation and fundraising.

As part of the University's planning process, the School prepares a financial and academic plan which sets out strategic objectives, determines budgets as well as the flow of resources to departments. The School manages a wide range of administrative activities and projects across its departments and works alongside other Schools to further interdisciplinary research.

The School has almost 1,700 members of staff, over 4,000 students and an annual budget of over £200 million.

The School's departments and institutes are supported by the School Office led by the Head and the Secretary of the School. The School Office administrative team includes the Deputy and Assistant School Secretaries, the Finance Business Partnering team, the Director and Deputy Directors of Education who lead the Education team, the IT and Digital Transformation Lead, and the Research Relations Team.

The wider School team supporting our departments also includes representatives from HR, fundraising, change management and research administration.

The Office of the School currently occupies a suite of offices in 17 Mill Lane. More information about the School Office and links to the websites of the School's constituent Departments can be found at the SPS website: <https://www.physsci.cam.ac.uk/>



Terms of Appointment

Tenure and probation

Appointments will be made on a permanent basis with limited funding until 30 September 2029 in the first instance.

Appointments will be subject to satisfactory completion of a six-month probationary period.

Hours of Work and Working Pattern

The hours of work for the position are 36.5 hours per week, working Monday – Friday.

Pension

You will automatically be enrolled to become a member of CPS (Contributory Pension Scheme) – a defined benefit and defined contribution pension scheme. For further information please visit:

www.pensions.admin.cam.ac.uk/.

Annual leave

Full time employees are entitled to annual paid leave of 36 days inclusive of public holidays. For part-time employees, annual leave will be pro rata'd based on days worked.

General information

Pre-employment checks

Right to work in the UK

We have a legal responsibility to ensure that you have the right to work in the UK before you can start working for us. If you do not have the right to work in the UK already, any

offer of employment we make to you will be conditional upon you gaining it.

Health declaration Once an offer of employment has been made the successful candidate will be required to complete a work health declaration form.

Qualifications

The person specification for this position lists qualifications that are essential and/or desirable. Please note that if you are offered the post you will be asked to provide your relevant original certificates of these qualifications.

References - offers of appointment will be subject to the receipt of satisfactory references.

Information if you have a disability

The University welcomes applications from individuals with disabilities. We are committed to ensuring fair treatment throughout the recruitment process. We will make adjustments to enable applicants to compete to the best of their ability wherever it is reasonable to do so and, if successful, to assist them during their employment. Information for disabled applicants is available at <http://www.admin.cam.ac.uk/offices/hr/staff/disabled/>

We encourage you to declare any disability that you may have, and any reasonable adjustments that you may require, in the section provided for this purpose in the application form. This will enable us to accommodate your needs throughout the process as required. However, applicants and employees may declare a disability at any time.

If you prefer to discuss any special arrangements connected with a disability, please contact, the Department Administrator, who is responsible for recruitment to this position.

The University

The University of Cambridge is consistently ranked one of the best universities in the world, achieving academic excellence through its Faculties, Departments and other Institutions, together with the 31 Colleges.

The University is renowned for its record of discovery and innovation. It is one of the great institutions, with a regional, national and global reach, attracting the very best and brightest minds. Our staff and students shape the world around us for the better: we attract and partner with like-minded people.

Whether contributing to the development of new anti-cancer drugs, adding to the understanding of how black holes are formed, revolutionising the study of ancient settlements, convening academic expertise to offer solutions to the climate crisis, or analysing public attitudes towards democracy around the world, the University's research is remarkable in its breadth, quality and impact. The University also sits at the heart of Europe's largest technology cluster and has catalysed more than 1,500 high-tech companies. And yet what inspires our 24,000 students and 13,000 staff is not what has already been achieved, but what is possible in the future.

The education and experience of our students, based on a partnership between the University's academic Departments and Faculties and the 31 Colleges, is second to none. Every student is a member of one of the Colleges, each a community of students, academics and staff drawn from across the University's comprehensive range of subject areas.



The University is a self-governing community, with a system for decision-making that provides a high degree of accountability and transparency to its members. Each Department and Faculty is part of one of six academic Schools, but each of them, and each individual academic, has a great deal of autonomy. The Colleges are independent and self-governing, working in a symbiotic relationship with the University.

The University has a number of Institutions that are independent of any Faculty or Department and are not part of the academic Schools. These include the Institute of Continuing Education (which provides high-quality education to adults throughout their lives), the Fitzwilliam Museum, Kettle's Yard (an historic house and gallery that holds important collections of modern art) and the University Library. In addition to their diverse contributions to University and public life, these non-School Institutions are also important centres of teaching and research.

Cambridge University Press & Assessment provides academic publishing, examinations and learning materials worldwide, supporting the dissemination of research, academic development at school and in higher education, and international student mobility. Legally, the Press & Assessment is a department of the University. It provides very important funds to invest in the academic purposes of the University.

The University has made truly remarkable contributions to the sum of human understanding, with breakthrough ideas and discoveries that have changed the way we understand ourselves, our planet, and the universe around us. Yet the global and national contexts in which it operates are fast-changing and increasingly filled with uncertainty. In a world that is becoming - politically, economically, socially, and technologically – ever more interconnected but even less equal, the University's mission – “to contribute to society through the pursuit of education, learning and research at the highest international levels of excellence” – has never been more relevant.



About Us

The University is one of the world's leading academic centres. It comprises 150 faculties and departments, together with a central administration and other institutions. Our institutions, museums and collections are a world-class resource for researchers, students and members of the public representing one of the country's highest concentrations of internationally important collections.

The University has an annual income of £2 billion. Research income, won competitively from the UK Research Councils, the European Union (EU), major charities and industry, exceeds £500 million per annum and continues to grow.

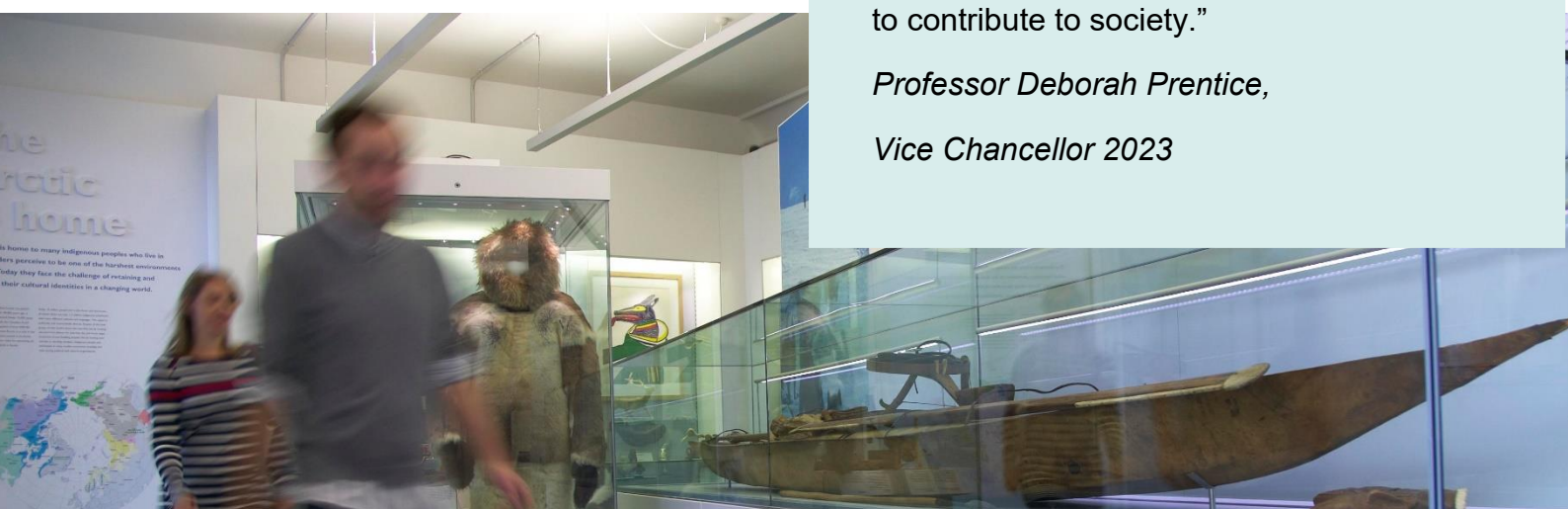
The Colleges and the University remain committed to admitting the best students regardless of their background and to investing considerable resources both in widening access and financial support. The 31 Colleges are self-governing, separate legal entities which appoint their own staff. Many academic staff are invited to join a College as a Teaching Fellow, which provides a further social and intellectual dimension. The Colleges admit undergraduate students, provide student accommodation and pastoral support and deliver small group teaching for undergraduates.

The University awards degrees and its faculties and departments provide lectures and seminars for students and determine the syllabi for teaching.

Our instinct for seeking out excellence and setting up enduring and mutually beneficial collaborations has led us to establish strategic partnerships across the globe. Whether it is the successful Cambridge-Africa Programme involving universities in Ghana, Uganda and elsewhere on the African continent; or the close association with the government of India to pursue new research in crop science; or the creation, with Germany's Max Planck Institutes, of a Cambridge-based centre for the study of ethics, human economy and social change – international partnerships are now an inextricable part of the University's make-up.

“Through its outstanding education, research and innovation, the University of Cambridge has made – and continues to make – a lasting contribution to human knowledge and is flourishing. By working at the University of Cambridge, you will be joining a vibrant community of students, scholars and professional services staff committed to supporting and enhancing the University's mission to contribute to society.”

*Professor Deborah Prentice,
Vice Chancellor 2023*



Working at the University

Working at Cambridge you will join a diverse, talented and innovative community, with more than 24,000 students and over 13,000 staff from all walks of life and corners of the world.

The University continually explores strategies to attract and retain the best people. It is committed to supporting its staff to achieve their best. We are a fair, diverse and inclusive society and we believe our staff are our greatest asset. There is strong commitment to developing institutional leadership and supporting and encouraging staff development at all levels.

The University offers a variety of roles including academic, research, professional, managerial and support roles. We also offer extensive benefits and excellent learning opportunities within a stimulating working environment.

The University's estate is undergoing the most significant transformation in its history. Cambridge has been able to create a science and technology campus to the west of the city centre, and is expanding further to the north west of Cambridge including investing in affordable homes for University key workers and community facilities. Even with their continued development, the University remains within walking or cycling distance across the campus. The University is a major partner on the Cambridge Biomedical Campus and continues to redevelop its historic city centre sites demonstrating a clear determination to ensure that we can offer the best facilities and opportunities for our staff and students.



Equality, Diversity and Inclusion

The University has built its excellence on the diversity of its staff and student community. We aim to be a leader in fostering equality and inclusion, and in promoting respect and a sense of belonging for all. We encourage applications from all sections of society. All appointments are made on the basis of merit. We have an Equal Opportunities Policy, along with a range of diversity groups, including the Women's Staff Network, Race Equality Network and LGBT+ Staff Network. More details are available here:

<http://www.equality.admin.cam.ac.uk/>

The University has a bronze Race Equality Charter award, with a framework for improving the representation, progression and success of minority ethnic staff and students within higher education. Furthermore, the University's silver Athena swan award recognises and celebrates good practice in recruiting, retaining and promoting gender equality.

Living in Cambridge

Cambridge is rich in cultural diversity. From beautiful University and College buildings, museums and art galleries, quaint gardens and punts on the River Cam, to a vibrant restaurant and café scene, our employees are surrounded by the wonderful features of this unique city.

You can find a wide-range of high street shops and 3 shopping centres, with independent alternatives at the historic market and nestled within the passageways in the city centre. You will find a cinema, bowling alley, a nightclub and various live performances at the Cambridge Leisure Park, with further entertainment options at the Corn Exchange, Arts Theatre and the ADC Theatre. Further information can be found on the Visit Cambridge website.

If you prefer the faster pace of life, London is a 45-minute train journey away. For those travelling from overseas, Stansted Airport is just 45 minutes away and Heathrow Airport under 2 hours away. The University is a short distance from a host of other attractions such as Ely Cathedral, Newmarket Races and various wildlife parks and stately homes. Cambridge is also within easy reach of the beautiful Broads and coastlines of Norfolk and Suffolk.

Relocation Support

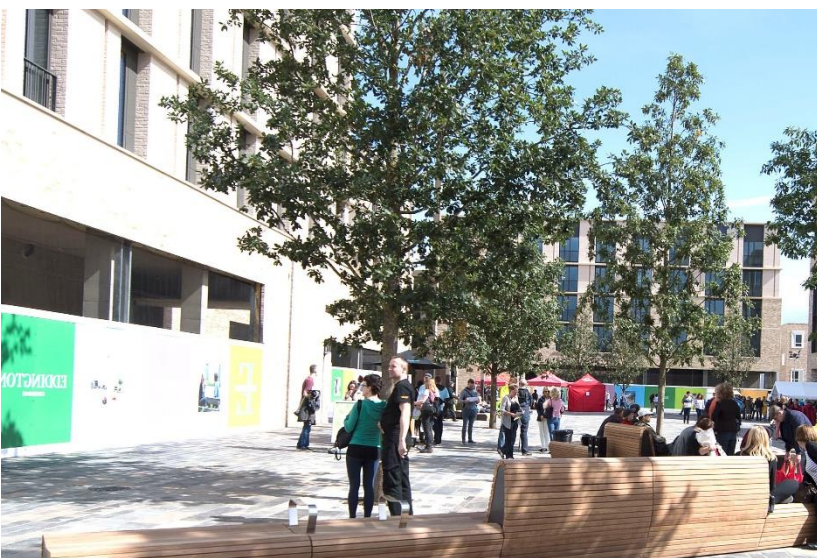
The University recognises the importance of helping individuals to move and settle into a new area. We provide support and guidance to those relocating internationally or domestically to take up a post at the University of Cambridge, liaising with other University offices and selected partners to ensure comprehensive relocation support is available. This includes: accommodation, childcare, schools, banking, immigration and transport. If you would like further information, please visit

<https://www.accommodation.cam.ac.uk/RelocationService/>. The Shared Equity Scheme and the Reimbursement of Relocation Expenses Scheme provide financial assistance to qualifying new members of

Accommodation Service

The University Accommodation Service helps staff, students and visiting scholars who are affiliated to the University in their search for suitable accommodation in Cambridge. The dedicated accommodation team can provide access to a wide range of University-owned furnished and unfurnished properties, and has a database of private sector accommodation available for short and long-term lets. For further information and to register with this free service please visit:

<https://www.accommodation.cam.ac.uk/>



What Cambridge can offer

We offer a comprehensive reward package to attract, motivate and retain high performing staff at all levels and in all areas of work.

The University offers a wide range of competitive benefits, from family leave entitlement, to shopping and travel discount schemes. Our generous annual leave package contributes to the positive wellbeing of our University employees. Sabbatical leave enables academics to focus on research and scholarship, whilst still maintaining their full salary. The University also has a [career break scheme](#) for academic and academic-related staff, with additional flexible working policies for all other staff.



Pay and benefits

The University salary structure includes automatic service-related pay progression in many of its grades and an annual cost of living increase. In addition to this, employees are rewarded for outstanding contribution through a number of regular pay progression schemes. The University offers attractive pensions schemes for employees, with an additional benefit of a salary exchange arrangement providing tax and national insurance savings.

CAMbens employee benefits

The University offers employees a wide range of competitive benefits, known as CAMbens. CAMbens offers something for everyone across a range of categories, including:

- Financial Benefits, including shopping discounts (both local and national) and a Payroll Giving scheme;
- Relocation and Accommodation Benefits, including relocation assistance and interest-free Rental Deposit Loans;
- Travel Benefits, including Cycle to Work, discounts on train season tickets and interest-free Travel to Work loans;
- Family Friendly and Lifestyle Benefits, including support with childcare and family friendly policies;
- Health and Wellbeing Benefits, including a University Staff Counselling Service, discounts at the University Sports Centre, and other local gyms, and healthcare schemes.



What Cambridge can offer

Family-friendly policies

The University recognises the importance of supporting its staff. We have a range of family-friendly policies to aid employees' work-life balance including a generous maternity, adoption and shared parental leave entitlement of 26 weeks' full pay, and paid emergency leave for parents and carers.

Other family-friendly support includes:

Our highly regarded workplace nurseries, a childcare salary exchange scheme and a high-quality holiday Playscheme are available to help support University employees with caring responsibilities (subject to demand and qualifying criteria). Further childcare information can be found here:

<https://www.childcare.admin.cam.ac.uk/>

The Newcomers and Visiting Scholars Group (<https://www.nvs.admin.cam.ac.uk/>) is an organisation within the University that welcomes the partners and families of visiting scholars and new members of the University. Run by volunteers, the group offers opportunities to visit interesting Cambridge venues, learn about the community, take part in social events and gain local knowledge while developing a strong support network of both residents and other newcomers.

Your wellbeing

The University's Sport Centre, Counselling Services and Occupational Health are just some of the support services available to University employees to promote their physical and mental wellbeing. The University delivers The Festival of Wellbeing annually, which is a programme of stimulating talks and activities, which aim to promote wellbeing and good mental and physical health. The University also hosts the [Cambridge Festival](#), which is a great opportunity to get your first taste of public engagement, through volunteering, supporting hands-on activities or proposing a talk.

Development opportunities

We support new employees to settle in through various activities as well as supporting their professional and career development on an ongoing basis. Our Personal and Professional Development (PPD) team provide development opportunities for all University employees, including face-to-face sessions, online learning modules and webinars. All employees also have unlimited access to LinkedIn Learning to support their development. Both new and existing employees can undertake funded Apprenticeships, which lead to a range of vocational and professional qualifications. We offer reduced staff fees for University of Cambridge graduate courses and the opportunity to attend lectures and seminars held by University departments and institutions. A range of University training providers also offer specialist learning and development in their own areas e.g. teaching and learning, digital literacy, finance, health and wellbeing, safety.



How to apply

Applications should be submitted online via the University of Cambridge jobs page www.jobs.cam.ac.uk by clicking “Apply online” in the job advert. You will need an email address to register for our online system.

Conversations about flexible working are encouraged at the University of Cambridge. Please feel free to discuss flexibility prior to applying (using the contact information below) or at interview if your application is successful.

Informal enquiries are welcomed and should be directed to Sandra Freshney, Museum Archivist, via sjm259@cam.ac.uk

If you have any queries regarding the application process, please contact: Amy Coussell, HR Coordinator, via hr@esc.cam.ac.uk

The closing date for applications is: **Sunday 06 July 2025**

We hope to hold interviews on: **Wednesday 23 July 2025**

Please note interviews will be carried out in person but we can accommodate interviews by Zoom if needed.

