



Archiving Remembrance: The Arboretum at 25

Freelance Project Archivist

We are seeking a skilled and experienced **Freelance Project Archivist** to join the team on a full-time basis to lead on the archival development strand of the *Archiving Remembrance* project. This 12-month post, supported by the National Lottery Heritage Fund, will be central to the creation of an accessible, sustainable archive of the National Memorial Arboretum's heritage materials and stories.

About the Archiving Remembrance project

The Arboretum holds a wealth of uncatalogued photographs, documents, media, personal collections and ephemera, much of it dispersed, unrecorded, or at risk. As the National Memorial Arboretum approaches its 25th anniversary, Archiving Remembrance seeks to capture, preserve and celebrate the site's unique heritage, safeguarding a collection that tells the story of its conception, growth, and role in shaping contemporary Remembrance. Through this project, we aim to:

- Develop a professional, sustainable archive accessible to all
- Create policies, systems, and infrastructure that will ensure long-term archival care and community access
- Work with volunteers, staff, and diverse communities to catalogue existing material and collect new contributions
- Deliver a programme of research and engagement culminating in a 25th anniversary exhibition and publication

About the National Memorial Arboretum

The National Memorial Arboretum, part of the Royal British Legion, is the UK's place to remember, an inspirational landscape freely open to all.

Situated at the corner of the National Forest in Staffordshire, the Arboretum is home to over 25,000 trees and more than 400 memorials dedicated to the Armed Forces, public services and civilian and voluntary organisations who have served our nation.

Each year, the award-winning Arboretum welcomes around 300,000 visitors who participate in a year-round programme of exhibitions, events, and activities.

Brief

Reporting to the Heritage Project Manager, the Archivist will lead on establishing the Arboretum's archive, including the scoping and cataloguing of heritage material and the embedding of archival practice across the organisation. This will include both digital and physical materials, alongside oral histories collected as part of the project. The role involves working closely with colleagues across departments, volunteers, and external consultants, as well as supporting evaluation of the project in collaboration with an appointed agency.

The role will support the design and delivery of community engagement projects connected to heritage materials. The role will also work with the Arboretum's Access, Diversity and Inclusion panel to ensure that the archive and its development process reflect diverse perspectives, and that material in the archive is accessible to all.

Due to the location of the heritage material, this role will be located on a hybrid basis with work both on site at the Arboretum and with scope for remote working where activity allows.

Key Responsibilities:

- Develop and implement archival frameworks and procedures, setting up processes needed to catalogue archival material using the Arboretum's collections management system (CollectionsIndex+)
- Undertake sorting, assessment and cataloguing of existing physical and digital material, including photographs, event programmes, guidebooks, service sheets, video/audio media, press cuttings, and memorial documentation
- Support volunteers in collecting oral histories for the archive
- Identify opportunities for digitisation and coordinate with appointed digitisation partners
- Produce and maintain policies connected to the archive (e.g. collecting, retention, access)
- Advise on digital archive platforms and ensure GDPR compliance
- Contribute to the design of a long-term archive space (physical and/or digital)
- Train and support volunteers and staff in basic archival processes
- Support public engagement by advising on archival content for exhibition, interpretation and outreach
- Ensure all archival material is secure, well-managed, and accessible

This brief reflects the current requirements of the role. As duties and responsibilities change and develop, this will be reviewed and will be subject to amendment in consultation with the Freelance Heritage Project Manager.

General responsibilities:

- To work in accordance with our shared values of Service; Collaboration; Passion; Excellence; Valuing our people which underpins the fundamental beliefs and qualities of who we are and what we do.
- To be responsible for your own health and safety and that of your colleagues, in accordance with the Health & Safety at Work Act (1974) and relevant legislation, including reporting any health and safety hazard immediately you become aware of it.

- To work in accordance with the General Data Protection Regulations and Data Protection Act 2018.
- Due to the nature of the work of the Legion, the post holder may have access to material which is confidential. It is a condition of their contract of employment that they ensure that no confidential material is leaked from the department to unauthorised personnel.
- To implement the Equal Opportunities Policy into your daily activities. Royal British Legion is an equal opportunities employer and positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. All employees and contractors are required to work in accordance with the Equality Act (2010).

Person Specification:

CRITERIA	ESSENTIAL / DESIRABLE	HOW TO BE MEASURED
QUALIFICATIONS		
Professional qualification or equivalent experience in developing and managing archives	E	Application/Certificate
KNOWLEDGE & EXPERIENCE		
Demonstrable experience of working to develop institutional or community archives	E	Application/Interview
Experience in cataloguing and collections management systems	E	Application/Interview
Strong knowledge of best practice in paper collections conservation and archive access	E	Application/Interview
Experience undertaking administration and using administrative systems, such as finance systems and volunteer management systems	E	Application/Interview
Experience working with volunteers	E	Application/Interview
Excellent organisational, communication, and collaborative skills	E	Application/Interview
Understanding of the importance of diversity and inclusion in the heritage sector	E	Application/Interview

Knowledge of copyright, data protection and GDPR in archival contexts	E	Application/Interview
Experience of coordinating engagement activities and working with community groups	D	Application/Interview
Experience in oral history collection and cataloguing	D	Application/Interview
Familiarity with heritage collections linked to Remembrance, military and social history	D	Application/Interview
SHARED VALUES AND BEHAVIOURS		
<p>Service We support and serve. We are compassionate. We provide great customer care to all the people who come into contact with us. We are accountable and act with integrity.</p> <p>Collaboration We value working together and with partners to achieve shared goals. Through strong communication and support, we build trust with each other and treat everyone with respect and honesty.</p> <p>Passion We are passionate about our role and contribution. With a positive outlook we are resilient and committed to our work.</p> <p>Excellence We strive to be the best we can. We are effective and efficient. We are bold. We are open to new ideas and approaches, challenge each constructively and are willing to learn.</p> <p>Valuing our People We support, encourage and provide opportunities for all our people – ensuring we recognise and value everyone’s contribution.</p>		<p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p> <p>Interview</p>
SKILLS & ATTRIBUTES		
Effective communication skills – written and verbal	E	Interview/ Application

Effective interpersonal skills – able to engage effectively with a range of audiences	E	Interview/ Application
Ability to work with a variety of people and age groups, including young people	E	Interview/ Application
Strong planning and organisational skills - able to prioritise workload effectively	E	Interview/ Application
Strong IT skills	E	Interview/ Application
Ability to problem solve	E	Interview/ Application
Empathy with mission and values of the National Memorial Arboretum	E	Interview

Deliverables

The Project Archivist will be responsible for delivering the services outlined above in the brief, key responsibilities and general sections and any other duties that are deemed as appropriate for the project and fee.

The role will be 5 days a week (Monday to Friday regular working pattern) for a 12-month period, reporting to the Heritage Project Manager, working on a hybrid basis.

The total number of days it is expected the Project Archivist will commit to the project is 200 days.

Any further days will be negotiated with the Project Archivist in advance and paid accordingly at the same rate of pay.

Fee

The total sum paid to the freelance Project Archivist will be £52,000, to include reasonable expenses.

5 days a week @ £260 per day

To be paid on receipt of an invoice in arrears of the days worked.

NI and Tax will be the responsibility of the freelance Project Archivist and NOT the Arboretum

Proof of UTR details will need to be provided

How to apply

Please submit an up-to-date CV and cover letter identifying key skills, experience and why you feel you are suitable for the role to:

Eleanor Sier, Freelance Heritage Project Manager at esier@thenma.org.uk by 11.59pm on Monday 23rd March 2026.

Informal conversations are welcomed ahead of the submission. For all enquiries, including on access support, please contact the email address above by midday on 18th March 2026 in order to ensure a response before the closing date.

Selection

Shortlisted candidates will be invited to attend an interview at the National Memorial Arboretum on Monday 30th March 2026.

Privacy statement

The National Memorial Arboretum, which is part of the Royal British Legion, takes your privacy very seriously and we want to assure you that your personal information is safe with us and we will never sell your details. All proposals and personal information will be deleted 60 days after the submission deadline. For more information on our privacy promise, please visit [Our Privacy Promise | About Us | National Memorial Arboretum \(thenma.org.uk\)](#).

