



Archiving Remembrance: The Arboretum at 25

Consultant Archivist

We are seeking a skilled and experienced **Freelance Consultant Archivist** to support on an ad hoc basis our full-time Freelance Archivist to deliver the archival development strand of the *Archiving Remembrance* project. This post, supported by the National Lottery Heritage Fund, will support 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 including oral histories, 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 Consultant Archivist will support the Project Archivist in establishing the Arboretum's archive, which will include the scoping and cataloguing of heritage material and the embedding of archival practice across the organisation.

The role will support the development of the Freelance Project Archivist, acting as a critical friend, and offering additional project advice and guidance, and helping problem solve.

The role involves working closely with the Project Archivist and the Heritage Project Manager, and with colleagues across departments, volunteers, and external consultants, as well as supporting evaluation of the project in collaboration with an appointed agency.

This role will be hybrid. Monthly check-ins may be virtual with trips to site for specific advice.

Key Responsibilities:

- With the Project Archivist, organise and undertake monthly check-ins to provide advice, support and be a critical friend
- Be responsive to emails and attend meetings in person and virtually with the Project Archivist and the wider team as needed, within the agreed total days
- Support and advise on the development and implementation of the archival frameworks and procedures (for information, The Arboretum's collections management system is CollectionsIndex+)
- Advise as requested on the design of a long-term archive space (physical and/or digital) using knowledge of best practice of archive storage conditions
- Provide advice as necessary on issues such as sensitive material, cataloguing language, copyright, accessibility of physical and digital collections, physical and digital collection conservation and storage, and any other challenges to arise in connection to archival material and its collection
- Undertake four days of evaluation work to support the project evaluation for the funders by the external evaluation consultants.

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 Consultant Archivist.

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 archive service	E	Application/Certificate
Qualified as or working towards ARA Fellowship qualification.	D	Application/Certificate
KNOWLEDGE & EXPERIENCE		
Experience of management/leadership in the archive sector	E	Application/Interview
Demonstrable experience of establishing and managing institutional or community archives	E	Application/Interview
Experience in designing and managing cataloguing and collections management systems	E	Application/Interview
Strong knowledge of best practice in paper collections conservation and archive access	E	Application/Interview
Excellent organisational, communication, and collaborative skills	E	Application/Interview
Knowledge and experience of mentoring and consulting in the archive sector	E	Application/Interview

Understanding of the importance of diversity and inclusion in the archives sector	E	Application/Interview
Strong knowledge of copyright, data protection and GDPR in archival contexts	E	Application/Interview
Experience in oral history cataloguing and management	E	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 to mentor	E	Interview/ Application
Ability to research and problem solve	E	Interview/ Application
Empathy with mission and values of the National Memorial Arboretum	E	Interview

Deliverables

The Consultant 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 18 days over a 12-month period, including four days on evaluation, reporting to the Heritage Project Manager, working on a hybrid basis.

The total number of days it is expected the Consultant Archivist will commit to the project is 18 days.

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

Fee

The total sum paid to the Consultant Archivist will be £5,850.

18 days @ £325 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 Consultant Archivist and NOT the NMA

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 9am on Monday 27th April 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 20th April 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 Friday 8th May 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 \(thenma.org.uk\)](#).