



**Job Title:** Project Cataloguer  
**Reporting to:** Archivist

**Job Band:** Band 4  
**Team:** Heritage

**Directorate:** Governance  
**Direct Reports:** 0

## Job Summary

The Museum of the Order of St John cares for the official Archive relating to St John Ambulance. It is the only collection in existence that comprises a detailed record of the charity's foundation, governance, and activities. The collection is a rich resource, relating to every level of operation, from the national headquarters in London, to the activities of local volunteer-led Divisions and Associations (training centres) spread across the length and breadth of the country, and from the late 1800s, internationally. It charts the development of the most significant national provider of first aid training and practice across England in the nineteenth and twentieth centuries, founded decades before the arrival of the National Health Service and the welfare state. The role of the Project Cataloguer is to catalogue photographs relating to the work and activities of St John Ambulance from its inception to the present day at item level. This will transform our service provision by improving intellectual and physical access for audiences.

## Key Responsibilities

- Catalogue the photographs to item level, following ISAD(G).
- Help to develop collection authority records, finding aids, and research guides.
- Provide regular updates on cataloguing progress to the Museum team and Project Steering Group and collaborate with curatorial and learning colleagues as needed.
- Uphold the highest standards of collections care and handling.
- Support the prioritisation of records for conservation.
- Contribute to inclusive public outputs in the form of talks and social media content to engage physical and virtual visitors.
- Perform any other duties commensurate with these responsibilities, the band of the post and skills and qualifications of the post holder.

## Important things you need to know about this job

- This role involves physical handling and lifting of archival collections.
- The role is based at the Museum of the Order of St John, and due to the need to work directly with the collection, the post holder will be required to work onsite.

## Our Values and Commitment to Equality, Diversity and Inclusion

- Our Values spell HEART which stands for Humanity, Excellence, Accountability, Responsiveness and Teamwork.
- Everyone who works at St John needs to be familiar with the HEART values and exemplify them.
- We are committed to being an organisation that is inclusive and welcoming of individual differences while championing equality of treatment and opportunity.

## Person specification

This is a specification of the experience, skills etc. that are required to effectively carry out the duties and responsibilities of the post (as outlined in the job description) and forms the basis for selection.

Requirements	Essential	Desirable
<b>Education and Qualifications</b>		
Educated to undergraduate level in a related academic discipline	✓	
Educated to postgraduate level with a recognised archive qualification	✓	
<b>Experience</b>		
Experience of cataloguing archive and photograph collections to in-house and ISAD(G) standards	✓	
Experience of using archive cataloguing software, preferably CollectionsIndex+	✓	
Experience of creating authority records to in-house and ISAAR(CPF) standards		✓
Experience of public speaking to diverse audiences and of contributing to a programme of public events, including blog posts and social media content		✓
Experience of working alongside volunteers		✓
Experience of exporting data into Archives Hub and/or TNA's Discovery platform		✓
Experience of working independently and collaborating with wider teams	✓	
<b>Skills, knowledge and abilities</b>		
Knowledge of computer software packages including Microsoft Office	✓	
Knowledge of archival collection preservation requirements	✓	
Excellent attention to detail	✓	
Organisational, planning and prioritisation skills, including the ability to work to deadlines	✓	
Good writing and research skills with a focus on accuracy	✓	
Excellent verbal and written communication skills	✓	
Demonstrable enthusiasm for archive collections and an interest in 19 <sup>th</sup> and 20 <sup>th</sup> century social history	✓	
Be willing and able to exemplify the HEART values	✓	
<b>DBS Requirement</b>	<b>Yes</b>	<b>No</b>
Does the role require a DBS check to be carried out to be successful for the role		
<i>If Yes what level of DBS check is required for the role Basic/Enhanced *please refer to the additional information page in reference for hiring manager guidance on DBS checks</i>		✓

This job description is intended as an outline indicator of general areas of activity and will be amended in light of the changing needs of St John Ambulance. It is expected that the post holder will be as positive and flexible as possible in using this document as a framework.

Initials: SD	Date of preparation: 27/03/26
Job Approved Date: 31/07/2023	Version: (2 of 2)
Ref: JDPS/Governance/Heritage/Project Cataloguer/2026	