

**Job Title** Assistant Records Manager

**Reporting to** Records Manager

**Location** Waddesdon

### **Outline of Role**

Waddesdon Manor is a historic house open to the public located 5 miles north-west of Aylesbury. Created by Baron Ferdinand de Rothschild from 1874, it is home to the Rothschild Collection and was bequeathed to the National Trust in 1957. Today is managed by a Rothschild charitable trust, The Rothschild Foundation. It currently welcomes 470,000 visitors a year to the property and has over 180 permanent staff members and 170 seasonal staff, working alongside 330 volunteers. It has one of the finest Victorian gardens in Britain, famous for its ornamental bedding, shrub planting and specimen trees, and its excellent horticultural standards. It also includes a working Aviary, The Dairy – a corporate and private event venue and offices, Windmill Hill Archive Centre, The Flint House, and The Five Arrows Hotel.

The wider Waddesdon Estate is an historic estate of approximately 5,500 acres. The property is owned by Lord Rothschild and a number of Family Trusts. The operations on the Estate include residential, farming, energy, forestry, commercial operations and capital projects which involves 32 staff members over eight departments.

This role supports the Record Manager for Waddesdon, whose objective is to embed an efficient and unified records management framework across Waddesdon, the Rothschild Foundation, Waddesdon Estate and Lord Rothschild's Family Office.

The post-holder will be concerned with the entire lifecycle of records and other types of information created by each entity; records management systems, standardising records creation and filing practice, ensuring best practice, managing and where necessary, adapting, hybrid paper and electronic filing systems, managing the EDMS and responsibility for information compliance.

### **Overall Responsibilities**

- Digital information management tasks
- Assisting with the implementation and maintenance of SharePoint EDMS
- Assisting with the development of robust systems to manage and preserve our digital information and records
- Providing excellent administrative support to users across the organisation

- Assisting in training to deliver records management guidance and best practice
- Support maintenance of the Contracts Register, work with all departments to ensure that information is being recorded in a timely and consistent manner
- Records Management tasks, including: managing records transfers to and retrieval from the records management store at Windmill Hill; assisting with records management projects
- Support implementation of retention and disposal schedules with the Records Manager
- Support management routines, for example arranging the Records Management Steering Group meeting, organising and circulating the agenda and taking minutes. Ensuring follow up on action points is achieved in a timely manner
- Build excellent working relationships with IT, Archives and Business Support
- Support the work of the Records Manager in building positive relationships across Waddesdon
- Support the work of the Records Manager in delivering the strategic plan of records management for Waddesdon

### Skills and Experience

You should be flexible, proactive, have excellent organisational, communication and interpersonal skills and be able to demonstrate a sound problem-solving approach in your work with the following skills and experience:

Essential:	Desirable:
A good degree or professional qualification	Familiarity with the museums or heritage sector
The intention to enrol on a post-graduate qualification in records management	Experience of working in records management
Good communication skills	Knowledge of current professional standards
Customer service experience	Knowledge of SharePoint
Attention to detail and accuracy	
Ability to work independently and as part of a team	
A driving licence due to work on multiple sites	

This job includes manual handling and the use of step ladders.

### Terms & Conditions

- Permanent role
- 37.5 hours per week, Monday to Friday. There may be a requirement to work some weekends and public holidays by prior arrangement, with time off in lieu
- Salary: £23,000 -£25,000 dependent on experience

- On appointment, full-time staff receive 33 days/247.5 hours a year inclusive of public holidays. The holiday entitlement will increase to 34 days/255 hours after three years and 37 days/277.5 hours after five years' continuous service; after 10 years continuous service your holiday will increase to 39 days/292.5 hours.
- Employer matched Pension Scheme up to 10%
- National Trust staff discount card for you and your partner providing entry to Waddesdon Manor and other NT properties, 20% discount in NT catering and retail outlets and the Five Arrows Hotel and 10% off Rothschild wines.
- Free parking

### **Application**

To apply, please send a current a CV and covering letter to [application@waddesdon.org.uk](mailto:application@waddesdon.org.uk) no later than 11pm on 18 November.

Interviews are currently planned for the week commencing Monday 26 November.