Traineeship Information Pack

The Opening Up Scotland's Archives project is part of the Heritage Lottery Fund's 'Skills for the Future' programme and will provide work-based training opportunities for 18 trainees over three years. We are currently recruiting for Cohort 2.

Opening Up Scotland's Archives is a partnership project, led by The National Archives and delivered in partnership with our host archive services, the Archives and Records Association (ARA), the Scottish Council on Archives (SCA) and the Centre for Archive and Information Studies (CAIS) at the University of Dundee.

Opening Up Scotland's Archives aims to:
- Diversify the archives workforce
- Address gaps in the skills available in the archives workforce
- Provide new routes into working in the sector

You will be one of 6 Opening Up Scotland's Archives trainees based in archive services across Scotland.

The traineeships will provide an introduction to archives, training and on the job development in specific skills gaps. Traineeships will focus on one or more of the following skills:
- Collection development
- Digital Preservation
- Traditional skills (Latin, palaeography)
- Outreach and engagement
- Digitisation

All trainees will spend one week at The National Archives (Kew, London) in November and will have the opportunity to attend cohort days across Scotland. Reasonable travel and accommodation expenses will be paid.

The six Opening Up Scotland's archives trainees will regularly meet up at archive services across Scotland during the year to learn from their peers, attend a variety of seminars, group training and work alongside skilled and knowledgeable mentors within each host organisation. As part of the peer learning programme all trainees will take part in a training week at the National Archives of Scotland in Edinburgh. As well as your specialist focus area, training will cover: Outreach and Community Engagement, Digitisation, Digital Preservation, Collections Development and Traditional Archive Skills.

Trainees will also be part of an online community offering support and learning opportunities. IT access, stationery and other reasonable resource requirements will be provided by the placement provider.

The traineeship is an opportunity to start a career in the archive sector - we want trainees to get the most out of the placements in terms of improving their knowledge, skills and experience. As a result we are keen to hear from non-graduates and those without experience of the archive sector. We especially want to attract people from different working environments or voluntary sector backgrounds. Rather than solely focusing on specific qualifications, the aim is to identify people who can bring talent and energy and skills to the archival world, who are keen to develop their skills, who want to engage with their local community and want to create better accessible online services.

The six trainees will work in the following host organisations focusing on specialised training:

- **Falkirk Community Trust**
  Digitisation Trainee
- **Glasgow School of Art, Glasgow City Archives**
  Outreach and Community Engagement / International Links Project Trainee
- **North Lanarkshire Archive**
  Outreach and Education Trainee
- **Royal Commission on the Ancient and Historical Monuments of Scotland (RCAHMS) and Midlothian Council**
  Skills for the Future Trainee
- **University of Glasgow**
  Digital Preservation Trainee
- **University of St Andrews**
  'Learning by Doing' Archival Trainee

Eligibility: You must hold a minimum of Higher English (or equivalent) and Standard Grade Math (or equivalent). You must have good basic IT skills, good communication, people skills and problem solving abilities. **Those with a post-graduate qualification in archives or records management should not apply.**

For details on how to apply please see the SCA application form.