



THE CHURCH  
OF ENGLAND

NATIONAL CHURCH INSTITUTIONS

## ROLE PROFILE FOR DIGITAL OFFICER

### About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

#### **We Include. You Belong.**

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

### About the Department

Founded in 1610, **Lambeth Palace Library** is the historic library and record office of the Archbishop of Canterbury and the principal repository for the archives of the National Church Institutions in London. It is freely open for public use, serving as a research centre specialising in ecclesiastical history, but with far wider-ranging archive, manuscript and printed collections, dating from the 9th century to the present day and encompassing everything from medieval manuscripts and early printed books through to modern archives and digital records.

The Library's vision is to collect, preserve and make accessible the memory of the Church of England, so that its cultural and religious history can be explored and enjoyed by all. Further details may be found on the Library's website: [www.lambethpalacelibrary.info](http://www.lambethpalacelibrary.info)

## What you'll be doing

The purpose of this role is to support the vision and mission of the Library by delivering key aspects of the Library's imaging service as well as key aspects of the Library's outreach activities and to contribute to planning future developments in the Library's digital offering. This role may include management or co-management of specific projects.

### MAIN DUTIES AND RESPONSIBILITIES

1. Engaging with our readers and researchers to promote the use of the collections, by providing high quality copies of archival, manuscript and printed material in digital format, for members of the public as well as staff of the National Church Institutions.
2. Creating digital images for online resources, exhibitions and other forms of outreach, and digital surrogates for preservation purposes.
3. Creating digital images in accordance with preservation requirements and liaising with Collections Care staff over specialist handling of fragile items.
4. Providing digital copies in accordance with copyright law and advising customers on copyright issues; processing requests for permission to use Library images.
5. Administering the service on a day-to-day basis, liaising with customers and maintaining accurate records of orders and payments; meeting timescales for service delivery; and implementing revisions to procedures as necessary.
6. Maintaining the digital image bank, systematically storing new images with standard metadata and uploading items and volumes to LUNA image software, according to agreed procedures.
7. As the Library expert on digital imaging training and advising other staff on image capture and management as necessary.
8. Coordinating and supervising other Library's digitisation and reprographics activities.
9. Leading on building the Library's expertise on development in image capture and management while keeping up to date with relevant technologies.
10. Liaising with IT staff over technical procedures and maintenance of equipment and software, and keeping up to date with new developments in techniques, equipment and standards.
11. Being responsible for arranging maintenance of equipment and stocks of supplies.
12. Improving role-appropriate collections knowledge through regular continuing professional development activities.
13. Working with colleagues to ensure the security and safe use of the collections.

14. Working alongside Library teams to develop outreach campaigns and support content creation across various platforms, including social media, web, video and printed content. This may include some aspects of graphic design and web content management.

15. Carrying out any other duties as required.

*“All staff working at Lambeth Palace share responsibility to promote and maintain a strong safeguarding culture with regard to children and vulnerable adults, including identifying the key actions they should take given their role and responsibilities.”*

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

## About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course, we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

*This section outlines the requirements and qualities the post-holder needs in order to fulfil the post. These are divided into ‘essential’ and ‘desirable’ criteria and both are grouped into the categories listed below. ‘Essential’ criteria are those that the post-holder absolutely must have in order to do the job, i.e. the job cannot be done without those qualities. ‘Desirable’ criteria are those qualities that would be either useful, an advantage or preferable to have in order to do the job or those which can be trained to do, i.e. the job can be done without those qualities. Anything that is not absolutely ‘essential’ falls into this category.*

### **Essential**

#### *Skills/Aptitudes*

- Strong IT skills including knowledge of image creation, publishing and photo editing software (e.g. Capture One, Adobe Photoshop, Lightroom, Bridge or similar and general applications (e.g. Microsoft Office).
- Good oral and written communication skills.
- Ability to handle unique and valuable material with due care for preservation and security, according to guidelines and advice of colleagues.

#### *Knowledge/Experience*

- Proven ability in digital photography and experience in photographing objects, preferably archives and books.
- Confident use of a professional DSLR in automatic and manual modes.

- Knowledge of digital asset management and content management systems.
- Experience in Excel data manipulation for large image datasets.
- Experience in project management.
- Previous customer service experience.
- Knowledge of copyright law and ability to develop it in relation to historic collections.

#### *Personal Attributes*

- Good interpersonal skills and the ability to deal politely, confidently and efficiently with internal and external users.
- Ability to train colleagues in imaging techniques.
- Ability to work unsupervised and as a member of a team.
- Ability to organise your own work and prioritise duties across a range of work areas and projects.
- Ability to work under pressure and meet deadlines.
- Ability to work methodically and accurately showing attention to detail, including care in undertaking administrative tasks e.g. recording orders and payments and filing paperwork.
- Ability to work to agreed standards.
- Commitment to providing a high-quality service to colleagues and external customers.

#### *Circumstances:*

- Ability to handle items in diverse formats and conditions as necessary to the role in accordance with procedures relating to manual handling and working at height.

#### **Desirable**

##### *Skills/Aptitudes:*

- An interest in, and enthusiasm for, historical library and archive collections.
- An interest in digital humanities.
- Experience in user interface design and web development.

##### *Knowledge/Experience:*

- Understanding of conservation and handling issues.
- Knowledge and experience in graphic design/web design applications (InDesign, Illustrator and similar)
- Knowledge of British history, with an interest in ecclesiastical history.

## Vacancy Summary

<b>JOB TITLE:</b>	Digital Officer
<b>NCI ENTITY:</b>	Church Commissioners
<b>DEPARTMENT:</b>	Lambeth Palace Library
<b>GRADE:</b>	Band 5      Standard Point
<b>SALARY:</b>	£38,918
<b>WORKING HOURS:</b>	35
<b>PRIMARY OFFICE LOCATION:</b>	Lambeth Palace Library, Lambeth Palace Road, SE1 7JT
<b>WORK ARRANGEMENTS:</b>	Required to be in the office minimum 4 days a week*
<b>SUITABLE FOR FULL HOMEWORKING:</b>	<input type="checkbox"/>
<b>HOMEWORKING REQUIRED:</b>	<input type="checkbox"/>
<b>CONTRACT TYPE:</b>	Permanent
<b>IS A DBS CHECK REQUIRED? IF YES, WHICH LEVEL</b>	<input type="checkbox"/> Select level of DBS Check required
<b>IS A FAITH-BASED FOR APPLICABLE FOR THIS ROLE?</b>	<input type="checkbox"/>
<b>ORACLE POSITION CODE:</b>	8017674
<b>COST CODE:</b>	15066
<b>PARENT POSITION:</b>	Operations Manager

**\*The Reading Room remains open late one evening per week (currently Thursday), which may require the postholder to work periodically on a rota basis until 8 pm, for which hours will be adjusted accordingly.**

**The postholder may be required to work occasional Saturdays on a rota basis for which hours will be adjusted.**