

BRIEFING DOCUMENT- Freelance Archivist Commission for CLCFFF

Thank you for your interest in the work of the Ahmed Iqbal Ullah Education Trust based in Manchester.

About us

The Ahmed Iqbal Ullah Education Trust (AIUET) is a collections-based anti-racist organisation, which focuses on documenting the history of UK race relations, as well as archiving the lived experiences of Global Majority communities in Greater Manchester and beyond. Together with our sister organisation, The Ahmed Iqbal Ullah RACE Centre (part of the University of Manchester Library Special Collections) we are one of a few national heritage organisations that actively collect, preserves and provides access to the stories of Black, Asian and Global Majority communities (which are currently under-represented in UK archives). The Ahmed Iqbal Ullah RACE Centre and Education Trust are uniquely positioned as an archive and library operating out of an important civic building that is centrally located and accessible as a public library, ensuring that everyone can access the material it holds. The AIUET was created in 2001 and is a registered charity governed by a board of Trustees. It functions as the outreach arm of the Centre, leading on providing exhibitions, events, collections based education, community led heritage and history projects. Both the Ahmed Iqbal Ullah RACE Centre and the AIUET are located in Manchester Central Library and are part of the Archives+ partnership.

Our mission

At the AIU RACE Centre and Education Trust we want to make Global Majority history, heritage, and culture more representative and visible, taking an intersectional approach. We recognise that historical accounts from communities using their own words are not equally represented in the public record and are working to address this.

Overview

Community led Collecting, Fit for the Future (CLCFFF): is a 3 year project aimed at developing digital capability and sustainability of the Ahmed Iqbal Ullah Education Trust. There are three key strands to the project, firstly to increase the accessibility of archives and improving accessibility in general (particularly our engagement and involvement of disabled and learning-disabled people in our work). Secondly, building our resilience by skilling our staff and Global majority community partners to deliver and manage quality digital outputs and collections as well as developing policies and protocols to support long term preservation. And thirdly, to address the back catalogue of collections that need cataloguing, digitising and digital preservation work to enable access of historic collections.

Brief

We would like to commission a freelance archivist to provide expert knowledge and skills to the CLCFFF project. You will work closely with the AIURC Archivist and the CLCFFF Project Lead to scope, audit and produce a priority list of collections for review and digital preservation/digitisation. You will support thinking and development in relation to policy and guidelines development in relation to digital preservation and ethics of digital collections use for engagement purposes with the digital and access specialists. You will support the Centre Archivist to coordinate and embed digital preservation training for the CLCFFF project team.

You will catalogue some historical and newer collections identified in the audit and be responsible for processing appropriate collections for the digital preservation management system and provide the project with additional/experienced archiving capacity.

Skills and Experience

You should be a professional archivist with an archives/record management qualification and at least 5 years of experience working directly with Global Majority communities and community heritage projects including experience of co-cataloguing collections and community led collecting. You should be able to provide demonstrable knowledge of Preservica, Spydus, GM lives and archives hub as well as a good understanding of conservation practices. You should have a detailed understanding of the challenges and sensitivities when working with digital collections, particularly oral histories and contemporary community history. You should have awareness of, and commitment to the work of the Ahmed Iqbal Ullah RACE Centre and Education Trust and be comfortable working in an environment that promotes anti-racist and ethical practice that centres Global Majority communities and their history/heritage.

Timeline

We would like this commission to provide a minimum of 100 days of support from July 2024 to December 2025 during the delivery phase of CLCFFF. The majority of this work will need to be undertaken on site at the RACE Centre located in Manchester Central Library although some duties can be carried out remotely with agreement from the Centre Archivist.

FEES

We can offer a total fee of £22,500 (100 days @£225.00) which will be paid on delivery of meeting satisfactory milestones agreed with the project lead and AIURC archivist and upon receipt of an invoice addressed to Ahmed Iqbal Ullah Education Trust. Please send this to Finance Officer Helen Cooley (Helen.Cooley@manchester.ac.uk)

If you have any queries, contact **Safina Islam (Head of AIUET and AIU RACE Centre)**
Safina.islam@manchester.ac.uk

How to apply:

Please send a summary CV and a cover letter (no more than 2 sides of A4) evidencing how your skills and experience can meet the requirements of this brief to **Safina Islam (Head of AIUET and AIU RACE Centre)** Safina.islam@manchester.ac.uk

Thank you.