

**POSITION DESCRIPTION**  
**Weave Youth & Community Services**  
 Archivist | Weave Archive Project

<b>Position title</b>	Archivist
<b>Reports to</b>	Weave Operations, Risk & Compliance Manager
<b>Program</b>	Weave Archive Project
<b>Responsible for</b>	Conducting a survey of Weave documents and artefacts and documenting these to create a robust archive to reflect the 48 year history of Weave Youth & Community Services.
<b>Location</b>	Hybrid - WFH and at Weave sites and storage spaces
<b>Hours</b>	Flexible - work to be completed within 6 months maximum
<b>Status</b>	Contract
<b>Award</b>	NA
<b>Remuneration</b>	\$XX - negotiable Payable as installments OR at the completion of the project.

**About Weave Youth & Community Services**

[Weave Youth & Community Services](#) is a place-based community organisation located on unceded Gadigal and Bidjigal Land in Sydney, that has been delivering a range of programs, supports and services developed with and for the community for 48 years.

Weave's purpose is to empower people to change their lives, and healing and connection is at the centre of our work. Weave supports children, young people, women and families who are impacted by systemic disadvantage and intergenerational trauma. Around 70% of all those we support across Weave are Aboriginal and/or Torres Strait Islander people. As a non-Aboriginal controlled organisation, Weave is strongly committed to walking alongside Aboriginal and Torres Strait Islander people in their ongoing fight for justice and self-determination. Our work at every level is guided by our [Aboriginal Healing Framework](#).

**Summary of the Position**

Weave Youth and Community Services is seeking the services of a professional archivist to survey possible archival material held in four repositories in and around Sydney, specifically at sites across Waterloo, Woolloomooloo and Malabar.

There is a combination of physical and digital items to be sorted and catalogued. At this survey stage, there is no intention to remove items physically. Help will be provided in accessing heavy items or items stored in difficult locations.

This work is preparatory to the establishment of an archive for Weave in the lead up to our 50 year anniversary. There is the possibility of further work establishing the archives on completion of the survey.

### **Key Responsibilities**

- Design and lead a survey of Weave archival material.
- Produce a brief description of the record series.
- Implement a system to catalogue the precise location of each record, and create brief listings of other items which should be included in an archive; for example, films, artworks, posters.
- Ensure the safety and security of all material within the collections by monitoring storage and environmental conditions.
- Identify records and data that can be deleted in line with Weave's data retention policy.

### **Selection Criteria**

- ASA Accredited Professional (ASAAP).
- A commitment to confidentiality and discretion in handling sensitive information.
- High level written and verbal communication skills.
- Self-starter and demonstrated ability to work independently.
- Team player with strong communication, negotiation and conflict resolution skills and ability to remain calm under pressure.
- Awareness of, and sensitivity to the experiences of Aboriginal and Torres Strait Islander peoples impacted by the ongoing oppressive legacies of colonisation; and an understanding of the importance of cultural safety, and the strengths of Aboriginal and Torres Strait Islander peoples.
- Common sense and an excellent sense of humour.
- NSW Working with Children Check.
- National Police Check (If we interview you and shortlist you for the role, we will require you to complete a criminal record check. Having a criminal record does not necessarily exclude you from applying for the role).
- NSW full unrestricted Driver's Licence.

### **Desirable Criteria**

- Experience working with non-profit organisations.