



the national archives



Heritage  
Lottery Fund

# Archives Officers

## 'Your Caribbean Heritage'

### (3 posts, full or part-time)

Kew

**c.£19,000 (pro rata for part-time posts)**

**Fixed term contracts to the end of March 2007 with  
the possibility of extension or permanency**

The project 'Your Caribbean Heritage' is a Heritage Lottery funded initiative to catalogue records of the Colonial Office and its predecessors relating to the Caribbean from the 1680s to the 1920s. We are seeking individuals with a knowledge of Caribbean history, knowledge of cataloguing standards and archival principles (or the ability to learn them quickly), experience of working with original documents, accuracy in entering data, and good interpersonal and organisational skills. You will have a degree in history or a closely related discipline, or evidence of knowledge to a comparable level, and experience in the use of information technology.

We are striving towards  
equality of opportunity  
and will consider all  
applicants fairly on merit.

[www.nationalarchives.gov.uk](http://www.nationalarchives.gov.uk)

Successful applicants will also contribute to other aspects of the project, including publicity and outreach and the selection of material for exhibitions.

We offer an excellent package including pension scheme, staff gym, subsidised restaurant, discount in bookshop and a generous leave allowance.

For an application form (CV's will not be accepted) please contact Capita RAS, Innovation Court, New Street, Basingstoke, Hampshire RG21 7JB. Telephone 08700 435060 (24 hours) Internet: [www.capitaras.co.uk](http://www.capitaras.co.uk) Please quote reference B7525.

Applications close 5pm Monday 16th February 2004.

Interviews will be held on Thursday 26th February 2004.



United Nations



INVESTOR IN PEOPLE

