



Scottish Council on Archives' 'Opening Up Scotland's Archives' *Skills for the Future Programme*

Project Development Brief

Introduction:

[The Scottish Council on Archives](#) has been granted development funding to fully develop its second round funding bid for the Heritage Lottery Fund's [Skills for the Future](#) programme.

Skills for the Future is a strategic Heritage Lottery-funded programme to give people the skills that will equip them for future careers in heritage, funding skills that are essential to the future conservation of heritage and to opening up heritage to wider audiences. The Scottish Council on Archives is undertaking a second stage bid under this programme, to fund three cohorts of 18 archives trainees between 2014 and 2017.

The project aims to broaden access routes to working in archives and to diversify the archives workforce under the government policy [Archives for the 21st Century](#).

The Scottish Council on Archives will deliver the project in partnership with The National Archives (TNA), University of Dundee Centre for Archive and Information Studies and the Archives & Records Association UK and Ireland, primarily through skills training placements at archive and heritage services across Scotland. To enhance their training experience, the trainees will share an online learning space, regular joint training days and a training week at The National Archives and/or National Records of Scotland. Trainees will also have the opportunity to undertake accredited module study developed by the University of Dundee Centre for Archive and Information Studies which has been mapped to National Occupational Standards.

Objectives:

To project manage the development and delivery of the stage 2 bid to Heritage Lottery Fund.

Deliverables:

In your proposal tell us how you will research and plan the work, and what you will deliver. It is expected that you would:

- Research and write the overarching training plan that enables successful delivery of the project
- Work with archives services as appropriate including the host organisations, and the Scottish Council on Archives to:
 - Identify trainers and mentors within host organisations
 - Research and write trainee project descriptions
 - Develop and set-up workshops for host organisations to support the development of host training plans
 - Liaise with the University of Dundee Centre of Archive and Information Studies and other project partners in the development of distance learning modules for trainees
 - Oversee the final drafting of host training plans
 - Collate supporting materials for second stage application to HLF

Budget:

£18,000 (including VAT and travel expenses)

You will be required to provide evidence of your tax status and that you pay VAT, NI and tax contributions.

Applications:

Please submit your proposal in writing, by emailing contact@scottisharchives.org.uk by **5pm 29 July 2013**.

Start Date:

You would be expected to start work in mid August 2013 with a completion date of late November 2013.

About the Scottish Council on Archives:

The Scottish Council on Archives is the lead development and advocacy organisation for archives and records management in Scotland. Further information can be found on our website at: www.scottisharchives.org.uk

If you require any further information, please email Victoria Brown at v.brown@scottisharchives.org.uk