

Position	Historian & Archives Manager – Dublin Cemeteries Trust
Reporting to	CEO
Location	Glasnevin
Dublin Cemeteries Trust	Dublin Cemeteries Trust is the leading provider of Burial and Cremation services in the greater Dublin area and manages a total of five Cemeteries and three Crematoria. As Ireland’s iconic National Cemetery, Glasnevin is a prominent visitor attraction and has become an important location for national historical commemorations.
Scope of Responsibility	Lead the Heritage, Education and Genealogy team responsible for conserving, promoting and researching the history and heritage of DCT and the cemeteries under its care. Key areas of responsibility include public outreach, liaison with key external stakeholders, specialist advisory role, events and specialist content output such as exhibitions, lectures and commemorations, management of the DCT archive and oversight of the educational function of DCT. Core to the role is informing, educating and inspiring the public, while placing DCT and its cemeteries at the centre of all projects and reinforcing stakeholders’ knowledge of the historic importance of DCT
Hours/Grade	37.5 hours Manager Grade 2
Key Areas of Responsibility	<p><u>Duties:</u> Public Outreach</p> <ul style="list-style-type: none"> • Planning and organising events and activities that promote the heritage of DCT and its cemeteries, disseminating information and promoting the historic importance of the organisation. • Stakeholder liaison on historical matters • Advisory role to Senior leadership and Board • Planning, researching, writing and production of tours, exhibitions and publications to benefit DCT and enhance the visitor experience • Managing exhibition production costs/budgets and delivering a cost-effective product to deadlines • Assisting with the organisation of commemorations and other similar events in DCT cemeteries. • Ensuring that connections to DCT are placed at the centre of all exhibitions and events, promoting

Position	Historian & Archives Manager – Dublin Cemeteries Trust
	<p>the cemetery in the media and reinforcing the historical importance of the cemetery</p> <ul style="list-style-type: none"> • Engaging with and developing links with other cultural and heritage institutions • Overseeing DCT contribution to wider initiatives such as Heritage Week, Culture Night, the Dublin Festival of History, and other local initiatives <p>Historical Research</p> <ul style="list-style-type: none"> • Ongoing historical research as required in relation to the organisational and corporate history of DCT and those persons interred within its cemeteries • Act as a point of contact within the organisation for enquiries of an historic nature and fact checking and provide advice as required • Writing output and historical content as required for internal and external use • Dealing with members of the public and enquiries/information submitted to DCT of a historical nature • Providing the committee and executive with research, reports, information and documentation as required • Compiling research on an ongoing basis for use in future events and activities <p>Archives and Collections Care</p> <ul style="list-style-type: none"> • Responsibility and administration of the DCT archives • Conservation and professional management of DCT collections to archival standards • Management and implementation of policies and procedures associated with the Archive including, for example, its access policy or care of collections procedures and disaster management • Ongoing review and updating of said policies and procedures • Oversight and management of external professional consultants in relation to the archives including conservators and archivists • Engagement with and training of other staff as required in relation of policies and procedures associated with the collection

Position	Historian & Archives Manager – Dublin Cemeteries Trust
	<p>Education</p> <ul style="list-style-type: none"> • Management of the DCT educational function within Experience Glasnevin • Oversight of the implementation and future development of programmes for schools, third-level and lifelong learners • Facilitation of and engagement with DCT educational partnerships such as those with Trinity College Dublin and Marino Institute of Education including liaison with interns as applicable • Oversee externally funded educational initiatives and programmes <p>Other roles and duties</p> <ul style="list-style-type: none"> • Media / PR duties as required along with other members of staff • Consultation with PR consultancy to provide information and assistance • Budget holder for HEG department with responsibility for planning and management in consultation with accounts department • Working closely with other staff members and departments within DCT to assist them as required • Contribution to strategic and other planning at departmental and organisational level • Continuous professional development and other ongoing training <p>Staff Supervision</p> <ul style="list-style-type: none"> ▪ To supervise, instruct and organise the work of staff in accordance with schedules supplied or as directed by the Management. ▪ To participate in the induction training of new employees allocated to the department. ▪ To participate in the introduction and development of new systems and procedures including IT-based systems. • To participate in all training programmes, staff development and performance management schemes as identified by the organization. • To liaise with HR on any staff-related issues.

Position	Historian & Archives Manager – Dublin Cemeteries Trust
	<p>General</p> <ul style="list-style-type: none"> • To carry out all duties with due regard for all Dublin Cemeteries Trust policies and procedures • Our vision, mission and values are the heart of everything we do – it is your duty to the Trust, our customers and your team that you are leading by example through these <p>Flexibility</p> <p>You may be asked to perform other duties which are not included above but which are relevant to your area of work. In addition, you may be asked to help out colleagues in other areas of the Trust from time to time. As a result of technological advancement, regulatory changes and sectorial developments, the workplace will continue to change over time, with new systems and new work practices being introduced as needed. Your duties will evolve over time as the needs of the Trust and the environment in which it is operating evolves. In addition, your duties may evolve in line with your own development in your role. A willingness to work outside regular working hours from time to time to facilitate lecture series or weekend commemorations is required.</p> <p>The above list is not exhaustive; additional areas of responsibility may be added over time and flexibility to cover for other staff roles is required from time to time.</p>
<p>Person Requirements</p>	<ul style="list-style-type: none"> • Master’s degree or Ph.D in History or relevant discipline • Previous experience in a similar heritage role/ research position (3-5 years) • Knowledge and interest in burial practices and history of death/dying (advantageous) • Knowledge of and a passion for Irish heritage and history • Demonstrable capacity to work with internal and external stakeholders in advisory capacity • Enthusiasm for learning and research – strong research skills • Knowledge of collections/ archives management (desirable) • Excellent communications skills, both written and verbal

Position	Historian & Archives Manager – Dublin Cemeteries Trust
	<ul style="list-style-type: none">• Critical thinking ability and highly analytical mindset• Excellent problem-solving skills• Strong attention to detail• Good organisational skills• Excellent interpersonal skills with an interest in developing and managing line staff• Ability to work independently and as part of a wider team• Strong IT skills- Word, Excel, PPT, etc.