



# BAPRAS

British Association of Plastic  
Reconstructive and Aesthetic Surgeons

## RECRUITMENT INFORMATION PACK

### Collections Coordinator

(14 hours a week - flexible, permanent contract)

Salary: Up to £25k pro rata (14 hours = £10,000 per annum)

Location: **Central London** (normally office based but currently working from home)

#### **About the British Association of Plastic, Reconstructive and Aesthetic Surgeons (BAPRAS):**

As the voice of plastic surgery, BAPRAS aims to raise awareness of the breadth of plastic surgery, to promote innovation in teaching, learning and research and to increase overall understanding of the profession.

More information can be found at [www.bapras.org.uk](http://www.bapras.org.uk)

#### **The Role**

Working with the Honorary Archivist, the post holder will be responsible for coordinating the curation and promotion of the objects, records, images and volumes in the Antony Wallace Archive of the British Association of Plastic, Reconstructive and Aesthetic Surgeons (BAPRAS) that is housed within the Royal College of Surgeons (RCS).

#### **Please Note:**

**The closing date for applications is Monday 11th January 2021 by  
1.00pm**

**Applications received after this date and time will not be considered.**

Short listed candidates will be contacted by Friday 15 January 2021. If you have not been contacted by this date, it will mean that your application was unsuccessful.

**Interview date: Monday 18 January 2021**

**Location: Via Zoom**

### **How to Apply**

Please read the profile and specification for the role carefully and demonstrate to us via your covering letter and CV, that you are able to meet the needs of the role. If you need to, please provide additional information on a separate sheet.

### **What happens next?**

- **Short listing**

After the closing date we will shortlist all applications. The short listing process will assess the information you provide on your skills and experience against the contents of the role profile and specification.

- **The Interview**

The interview process is an opportunity for you to highlight your skills and experiences and to demonstrate how you meet the requirements of the job.

Interview panels will usually consist of two or three people that have a direct interest in the role, for example the line manager of the position and an Officer.

We want you to give the best interview you can so if you require special adjustments or facilities (e.g. a signer) please inform us prior to the interview.

### **OTHER INFORMATION:**

- Contract: Part Time - 14 hours (2 x days) a week, permanent
- Salary: up to £25,000 per annum
- Pension: SAUL, University of London (Subject to employee contribution of 6% the employer will contribute 16%)
- Probation period: 6 months.
- Holiday and other benefits:
  - 23 days annual leave (This excludes 8 public and bank holidays. In addition the organisation closed for four days over the Christmas / New Year period.)
  - Private medical insurance
  - Interest free season ticket loan

## Advert

### **Collections Coordinator (14 hours a week - flexible, permanent contract)**

**Salary: Up to £25k pro rata (14 hours = £10,000 per annum) + plus competitive benefits**

**Location: Central London (currently working from home)**

We are looking to recruit an experienced **Collections Coordinator** to curate and promote the objects, records, images and volumes in the Antony Wallace Archive of the British Association of Plastic, Reconstructive and Aesthetic Surgeons (BAPRAS) that is housed within the Royal College of Surgeons (RCS).

The post holder will be responsible for coordinating and carry out all day to day requirements of collection management including documenting new and unrecorded material, digitizing and repackaging material and facilitating conservation work.

A developing aspect of the role is suggesting and implementing activities that increase engagement with the collection in order to increase access and achieve greater awareness amongst members. This will involve working with the Honorary Archivist on the development of new ideas, coordinating volunteers and assisting in making funding applications.

We are looking for someone who can demonstrate relevant experience, excellent organisational skills, self motivation and an eye for accuracy along with the ability to work collaboratively with many stakeholders.

Information about BAPRAS activities can be found at [www.bapras.org.uk](http://www.bapras.org.uk). To apply for the role, please send your CV along with a one-page covering letter that sets out how your skills and experience would help you to meet the role and person specification to [jobs@personapm.co.uk](mailto:jobs@personapm.co.uk). Closing date for applications: **1.00pm on Monday 11 January 2021**. Date of interviews (via Zoom): **Monday 18 January 2020**. Please note if you have not been contacted by the interview date then your application has been unsuccessful. No agencies please.

# British Association of Plastic, Reconstructive and Aesthetic Surgeons

## ROLE PROFILE

### Collection Management & Development

- Coordinate and carry out all day to day requirements of collection management to include but not limited to:
  - Document new and unrecorded material.
  - Safeguard the collection by digitizing and repackaging material as appropriate.
  - Explore and advise BAPRAS on copyright and intellectual property.
  - Develop and enhance collections storage / environment.
  - Facilitate conservation work as required.
- Carry out activities that increase member engagement with the collection in order to increase access and achieve greater awareness of it to include but not limited to:
  - Promote and facilitate research, learning and promotional use.
  - Curate temporary exhibitions.
  - Facilitate loans.
- Carry out resource management and development activities to include but not limited to:
  - Manage any volunteers.
  - Assist in making funding applications as appropriate.
  - Work with the Honorary Archivist in the development of new ideas.

### Team Support

- Assist with other duties as required including but not limited to:
  - Answering the phone and dealing with any queries.
  - Assist with general day to day administration e.g. post, taking and passing messages, respond to email enquiries on the Secretariat email.
  - Deal with ad hoc requests from the President, Officers and Trustees.
- Work as part of the whole team through ensuring that help is offered to others when another member of the team is overburdened.
- Attend and support the running of meetings, courses and events on and off site.
- Carry out from time to time and as directed, any other duties as required in addition to the above that will be both reasonable and within your capabilities.
- Ensure that at all times you take care of your health and safety and that of others by complying with health and safety obligations, particularly by reporting promptly any defects, risks or potential hazards.

## **General**

1. To undertake travel outside of London to attend meetings/courses and conferences as and when required.
2. Undertake any other duties related to the job purpose, as required.
3. To carry out all duties in a safe and proper manner in accordance with the Association's Health and Safety Policy.
4. To undertake all duties in line with the Society's values, policies, procedures and regulations ensuring that the work undertaken actively promotes equality, diversity and non-discrimination.

This role profile is not exhaustive and is subject to change in accordance with the business need of the organisation.

# British Association of Plastic, Reconstructive and Aesthetic Surgeons

## PERSON SPECIFICATION

To be successful in the role, the ideal candidate will be required to demonstrate the following experience, qualities and skills:

### Experience

- Curatorial and collections experience
- Experience of working with collections, object handling, managing loans procedures and collection documentation
- Engagement and presentation experience
- Experience of developing and delivering digital collection resources
- A proven track record of delivering a high standard of customer service
- Experience of working in or with not for profit organisations would be useful but not essential

### Skills and Abilities

- Organised and methodical
- Good written, verbal and presentation skills
- A self starter able to work under their own initiative and willing to lend a hand when needed
- Excellent time management skills with the ability to manage own workload
- Excellent attention to detail
- Able to work with collections databases
- Ability to work with sensitive material
- Confident and competent in using web based software and systems

### Qualifications

- Qualification/s by examination or experience in museum studies or relevant fields is required