



Research Assistant - Corps History, Volume XIII

Royal Engineers Museum (REM)

12 months, with option for a 6-month extension

Full time – 37 hours per week

Salary £20,559 per annum (MoD Band E1 Equivalent & £1000 Corps Charity Supplement)

The Royal Engineers Museum, on behalf of the Institute of Royal Engineers, is seeking to appoint a Research Assistant to support preparations for the authorship and editing of Corps History, Volume XIII; the official history of the Corps of Royal Engineers.

As Research Assistant the post holder will have a unique opportunity to be involved with the production of a substantial work of military and historical significance.

Focusing on the activities of the Corps of Royal Engineers from 2000-2015, research will cover the work of the Corps in all aspects of its military and civil roles, including Iraq and Afghan campaigns, UN and military aid to civil authority, training and capability development. As well as reviewing articles published in the Royal Engineers Journal and records kept at the Technical Information Centre RE, the post holder will need to identify and interview members of the Corps, creating new information resources, work closely with the Army Historical Branch and a number of other MoD and military archives.

The Institution was established in 1875 and is the professional body for UK's military engineers. With charitable objects to promote and advance the science of military engineering and to promote the military efficiency of the Corps of Royal Engineers, the Institution has produced and published a Corps History since 1889.

Comprising the Corps of Royal Engineers' museum, library and archival holdings the REM Collection has Designated status and numbers over 1 million items ranging from armoured vehicles to 17th Century mapping, Victoria Crosses to early 19th Century photographs. The archive and library houses a photography collection of over 300,000 images from the earliest development of the medium, representing the global work of the Royal Engineers

The post holder is a RE Museum charity employee, reporting directly to the Collections Manager, and working in close collaboration with the book's General Editor, Maj. Gen. Mungo Melvin as well as other contributing authors.

Applications by CV (no longer than three sides of A4) and covering letter (no longer than two sides of A4) to office-manager@re-museum.co.uk. Deadline for applications is the 9th December 2018. Interviews will be held in the week following this deadline.

Responsibilities:

1. Reviewing existing RE Corps publications from the last 15 years to, under the guidance of the editor of Corps History Vol XIII, build a narrative timeline for Vol XIII Corps History 2000-2015, producing a draft narrative to the Museum Director and the General Editor of Vol XIII one month before the end of the contract.
2. Identify individuals of significance to this period of the Corps' work and conduct interviews to establish their role and experiences within the narrative.
3. Establish and develop relationships with the main repositories of the target information.
4. Identify archives and records which could be added to the RE Museum archive including interview transcripts, information sharing and/or transfer from other repositories and gifts from individuals.
5. Work with the RE Museum Collections Team on the acquisition and cataloguing of material given to the Museum.
6. Provide a monthly written update on the research to the Museum Director and General Editor of Vol XIII.

Personal Job Specification:

Experience/Knowledge		Essential	Highly Desirable	Desirable
1	Educated to degree level in history or equivalent.	✓		
2	Demonstrable experience of independent research from primary source material.	✓		
3	Knowledge of and interest in the history and heritage of UK Armed Forces.		✓	
4	Knowledge of and interest in contemporary military policy and activities.		✓	
5	Experience of using computerised archival catalogues.			✓
6	Experience of oral history interviewing.			✓
Skills		Essential	Highly Desirable	Desirable
1	Demonstrable attention to detail with sound judgement and analytical skills.	✓		
2	Clear and concise written and oral communication skills.	✓		
3	Organisation and methodical approach to managing large volumes of information.	✓		
4	Excellent interpersonal and team working skills.	✓		
5	Self-motivation and an ability to work under pressure to meet targets and deadlines without supervision.	✓		
6	Willingness to follow instructions as well as a constructive approach to developing and improving processes.	✓		