



## JOB DESCRIPTION

**JOB TITLE:** Administrator, Royal Bindery

**DEPARTMENT:** Royal Collection Trust

**SECTION/BRANCH:** Royal Library & Royal Archives

**LOCATION:** Windsor Castle

**REPORTING TO:** Head of the Royal Bindery

### Job Context

Royal Collection Trust is a department of the Royal Household and the only one that undertakes its activities without recourse to public funds. It incorporates a charity regulated by the Charity Commission and the Office of the Scottish Charity Regulator, The Royal Collection Trust, and its subsidiary trading company, Royal Collection Enterprises Limited.

Royal Collection Trust is charged with the care and preservation of the Royal Collection and its presentation to the public. The Royal Collection is one of the largest and most important art collections in the world. It comprises almost all aspects of the fine and decorative arts, runs to more than a million objects and is spread among some thirteen royal residences and former residences across the UK. At The Queen's Galleries in London and Edinburgh, aspects of the Collection are displayed in a programme of temporary exhibitions. Many works from the Collection are on long-term loan to institutions throughout the UK and short-term loans are regularly made to exhibitions around the world as part of a commitment to broaden public access and to show parts of the Collection in new contexts. The works of art in the Royal Collection are held by The Queen in trust for her successors and the nation.

Royal Collection Trust is responsible for the management and financial administration of the public opening of Buckingham Palace (including The Queen's Gallery, the Royal Mews and Clarence House), Windsor Castle (including Frogmore House) and the Palace of Holyroodhouse (including The Queen's Gallery). The monies generated from admissions, and from associated commercial activities are invested in the care and conservation of the Royal Collection and the promotion of access and enjoyment through exhibitions, publications, loans and educational activities.

The Royal Library is one of the curatorial sections of Royal Collection Trust with responsibility for the conservation, presentation and interpretation of over 200,000 books and manuscripts within the Royal Collection. Most of these are housed in the Royal Library at Windsor Castle, but Clarence House, Sandringham House, Balmoral Castle, and the Palace of Holyroodhouse also have libraries, and working libraries are attached to the several curatorial sections.



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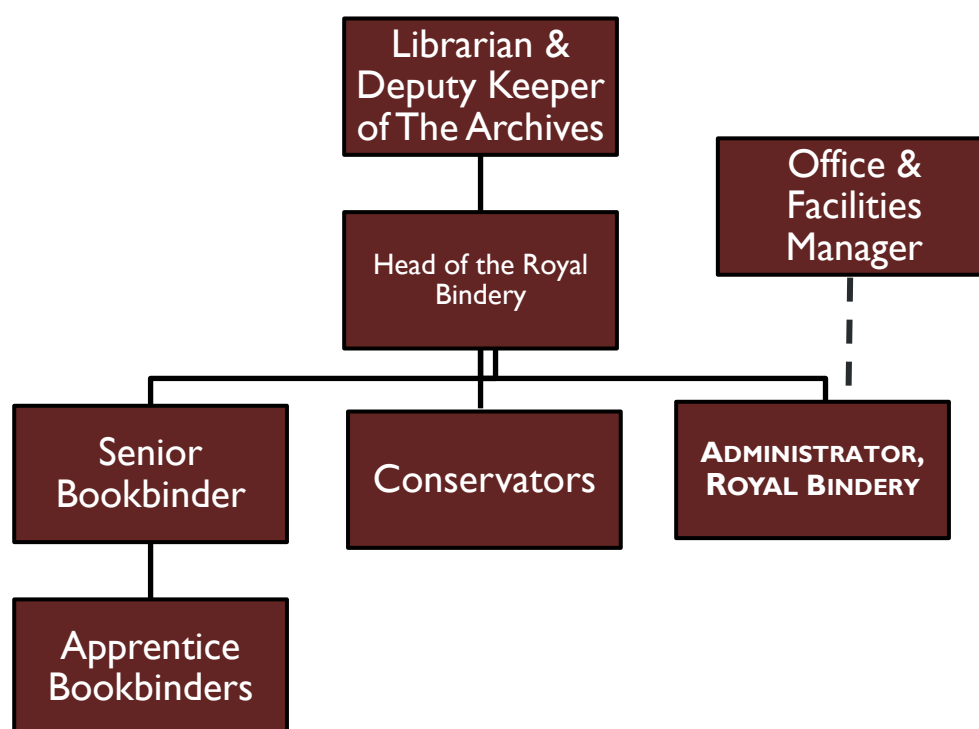
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## The Royal Household

The Royal Bindery team assists in furthering the aims of the Royal Collection and Royal Household in maintaining, conserving, and presenting the collection and the Royal Archives to the highest possible standards. The Royal Bindery in Windsor Castle was founded c. 1770 by George III, a noted bibliophile, and has been in operation ever since, with many of the tools it houses having been used for centuries. Alongside its preservation, conservation and restoration activities, it is at the forefront of preserving the high standards of craftsmanship that are the benchmark of the professional hand bookbinding trade, and offers the only formal, rigorous bindery apprenticeship programme in the UK: The Queen's Bindery Apprenticeship Scheme. Currently funded for a seven-year pilot period, six apprentices will gain unparalleled experience working in the Royal Bindery and external workshops, acquiring a broad range of bookbinding skills, including fine leather binding, edge-gilding and gold finishing, to ensure the preservation of endangered craft expertise.

### Organisational Chart



The post-holder reports to the Head of the Royal Bindery and works under the supervision of both the Head of the Royal Bindery and the Office & Facilities Manager.

### Job Purpose

To provide administrative support for the effective working of the Royal Bindery; assisting with the management of preservation, conservation-restoration and new binding projects, and all other departmental activities.

To administer and co-ordinate the day-to-day running of The Queen's Bindery Apprenticeship Scheme and support the Head of the Royal Bindery in planning and implementing the training curriculum; maintaining effective communications with partner institutions, businesses and individuals, and assisting in promoting and explaining the Apprenticeship Scheme to the public, including potential donors.



## Principal Accountabilities

To provide administrative support to the Head of the Royal Bindery and team, such as minute-taking, document and report-drafting, proof-reading, correspondence, records management and diary maintenance.

To provide administrative support to The Queen's Bindery Apprenticeship Scheme (QBAS) and other Royal Household apprenticeship schemes, as required.

To co-ordinate and provide logistical support for apprentices' external work placement schedules and training workshops by external instructors.

To co-ordinate internal and external meetings in connection with QBAS as well as other activities of the Royal Bindery.

To support development and outreach opportunities for QBAS and the Royal Bindery by co-ordinating events and preparing and overseeing the production of informational and promotional material, including website and social media content.

To co-ordinate with the Office & Facilities team in organising group visits to the Royal Bindery.

To provide welcoming and efficient reception and telephone service to visitors, partners of QBAS, researchers, suppliers and contractors, including making bookings into the electronic visitor system (EVA).

To liaise with the Office & Facilities team in the servicing and maintenance of Bindery workspaces.

To research equipment and materials, and order goods, provisions and services in accordance with procurement guidelines, limits of financial authority and budgets.

To keep track of budgets and assist in compilation of budget bids.

To arrange travel and accommodation for staff and apprentice attendance at conferences, workshops and other learning events, as well as institutional visits.

To prepare and maintain records, digital images (including metadata) and databases in relation to the conservation treatment and location of collection items as well as new binding work, including the entry of paper-based historic data and uploading of backlogged digital material.

To assist in the compilation of loan reports and documentation.

To provide support in arranging the movement of Royal Collection and Royal Archives works between sites and to external exhibitions.

To provide administrative support around Health and Safety issues, including risk assessments and COSHH procedures and documentation.



## Job Dimensions

The post-holder supports the Head of the Royal Bindery and the Office & Facilities Manager in the management of budgets and has spending authority up to £1000.

The post-holder has no line management responsibility.

## Decision Making Responsibilities

The post-holder is required to resolve most day-to-day issues that arise relating to administration of the Royal Bindery department and the Queen's Bindery Apprenticeship Scheme, and has independence in facilitating routine operational processes.

More complex or sensitive issues, or those with greater budget implications, are referred to the Head of Royal Bindery or the Office & Facilities Manager.

## Practical Requirements

The post-holder is principally based at Windsor Castle, however they may occasionally be asked to work elsewhere. Normal office hours are 37.5 per week, Monday to Friday, but flexibility is required and the post-holder may be involved in some evening meetings and functions.

## Person Specification

### Essential

Substantial administrative experience and an organised approach, with established time management skills and the ability to manage a varied and changeable workload.

Excellent initiative, particularly when dealing with the unexpected, and a proactive approach to work.

Exceptional verbal and written communication skills and an ability to communicate confidently and tactfully with a wide range of individuals and organisations.

Strong attention to detail and accuracy.

A proactive and service focused approach, with an ability to work independently without constant supervision, but also collaboratively as part of a supportive team.

Excellent IT skills covering Microsoft Office applications and a good knowledge of image processing programmes and databases.

### Desirable

Educated to degree level.

An interest in Libraries and Archives, and Art History.

Experience of computerised purchasing procedures and inventory systems.

Familiarity with Adobe applications.