



**LITTLE COMPANY
OF MARY SISTERS**
AUSTRALIA
AOTEAROA NEW ZEALAND
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Archives Manager

- **An International congregation of community health focused Catholic Sisters**
- **Manage the physical and digital archiving of historic collections in ANZ**
- **Would also suit candidates from records, data management or library background**

The Organisation

The Little Company of Mary (LCM) is an international congregation of Catholic Religious Sisters, established in 1877, who have committed their lives to care for the suffering and dying through prayer, presence and to bring hope and courage to those in need.

Historically LCM has operated health services throughout Australia and New Zealand including community based services, home care, hospitals and aged care in retirement communities.

Benefits & Culture

- Opportunity to contribute to the preservation of culture
- Flexible work environment and conditions
- Parking on site and/or easy access to public transport
- Generous salary available based on experience

The Role

Reporting to the regional business manager you will establish and manage the personal, intellectual and religious archive in Australia and New Zealand. You will collect, assess, preserve and restore records for the region, manage the conversion of physical records to digital collections and manage the database. You will also be responsible for the following;

- Developing strategy, systems and processes for the management of collections
- Manage physical and digital storage requirements
- Oversee the budget and undertake yearly strategic planning
- Ensure fulfilment of legislative requirements
- Nurturing a positive working relationship with the Sisters and related stakeholders

Skills Required

You will be an experienced collection or archive manager who enjoys working both autonomously and in a team, and adapts well to changing priorities and workflows. Ideally but not essential to the role, you have developed your career in a clinical or medical environment and have a working knowledge of a religious order or similar.

You have the ability to uphold privacy, build rapport quickly, have an inquisitive nature, are self-driven, and experienced working in complex and unique environments. Additionally, you are able to demonstrate;

- Tertiary qualifications or equivalent skills, knowledge and experience in a related field
- Excellent time and project management skills
- High level communication and stakeholder engagement skills

Membership of or a willingness to join the Australian Society of Archivists would be highly regarded.

If you are passionate about the conservation of religious antiquity and able to work within the ethos of this religious institution we would welcome your application. Please forward your cover letter responding to the skills required above and CV to cv@ngorecruitment.com quoting #656489 or call Kelly Gentle on 02 8243 0570 to discuss your interest.

