



NATIONAL TRUST OF AUSTRALIA (NSW) POSITION DESCRIPTION

Title:	David Sheedy Archives Scholarship
Location:	National Trust Centre, Millers Point Sydney NSW
Employment Type:	Casual, Fixed term (7 months)
Hours of Work:	14 hours/week (2 days)
Reporting to:	Archives and Library Manager
Department:	Conservation

Organisation Overview

The National Trust of Australia (New South Wales) is Australia's leading heritage conservation organisation, a not-for-profit, community-based charity in operation for more than 80 years. Our vision is to bring the heritage of New South Wales to life for future generations through advocating for the conservation and protection of our built, cultural and natural heritage.

David Sheedy Future Collection Fund

David Sheedy dedicated his life to heritage conservation, joining the National Trust NSW in 1963 both as a member and a volunteer. He made an extraordinary contribution to the National Trust (NSW) Register, personally authoring more than 855 heritage listings and photographing many of them. The Register, which today holds over 14,000 items, is immeasurably richer because of his work. He expanded the Trust's knowledge of landscapes, townscapes, industrial sites and historic buildings across NSW.

The David Sheedy Future Conservation Fund was established to directly reflect David's life's work, respecting the state's heritage through advocacy, restoring our built heritage and promoting heritage learning and research through our archives for future generations. Anticipated to run over a period of 5 years, each year the Fund will support one major project aligned with the National Trust's shared values and vision in heritage and conservation.

This support will take the form of a 7-month casual scholarship for 14 hours per week, offered to applicants in their penultimate year of study or newly-graduated, from tertiary education, to allow them to utilise their skills and the resources of the National Trust to further their understanding of heritage conservation.

The scholarship comprises a project that furthers the promotion of heritage conservation in NSW. This project will synthesise existing learning and produce a tangible result, which will need to be presented at a National Trust event.

Duties:

The scholar will be required to:

- Complete an archives project as designed by the National Trust Archives and Library Manager
- Travel to National Trust NSW properties, as may be required
- Present their project to an applicable National Trust (NSW) Committee. The David Sheedy Foundation are invited to attend the presentation and meet with the scholar

- Reflect on their experience in an electronic diary.

Previous internship projects have included developing the archives at a National Trust (NSW) property, implementing retention schedules for disposal of records. Possible projects could include work on transferring the National Trust's vast electronic archives of heritage sites spanning NSW.

Key challenges

Supporting the National Trust as a highly respected and recognised advocacy, conservation and educational body by:

- Building and maintaining relationships whilst remaining true to the independence of the Trust.
- Working across a diverse stakeholder group to deliver the Trust's priorities.
- Maintaining high levels of personal enthusiasm, commitment to and involvement in the work of the Trust.

Essential Skills and Qualifications

- Strong research and archival management skills, with a demonstrated ability to undertake storage and recording of records and information across a wide format.
- Demonstrated ability to manage competing priorities, as well as strong attention to detail.
- Strong verbal communication skills and a friendly, positive, and professional manner.
- Exceptional attention to detail to ensure all information catalogued and stored by the Trust is delivered in a timely fashion and with a high level of accuracy.
- Strong written communications skills and the ability to communicate to different audiences for a range of purposes.
- High level of initiative, and demonstrated ability to work successfully within a team, as well as independently.
- Proficiency in Microsoft Office 365; experience with database management and cataloguing systems and a demonstrated aptitude for learning new software programs.
- Tertiary qualification (in progress or completed) in a discipline related to heritage such as archaeology, architecture, archives, collections or history or a related discipline.

Key Result Areas

Resilience and Courage

- Be open, honest and respectful in dealing with all stakeholders
- Remain calm under pressure and in challenging situations

Act with Integrity

- Understand and adhere to the organisation's values and policies
- Represent the organisation in an honest, ethical and professional way and encourage others to do so, following the Trust's values and policies

Value Diversity and Inclusion

- Show respect for diverse backgrounds, experiences and perspectives

Communicate Effectively

- Communicate concisely and clearly with all stakeholders and maintain the goodwill of volunteers and the broader community

- Listen to others and respond with respect
- Write fluently and persuasively in a range of styles and formats

Work Collaboratively

- Collaborate with others and value their unique contribution

Influence and Negotiate

- Gain consensus and commitment from others
- Negotiate from an informed and credible position

Deliver Results

- Achieve results through the efficient use of resources and a commitment to quality
- Completion of tasks delivered within Project timelines

Plan and Prioritise

- Effective planning to achieve priority outcomes
- Respond flexibly to changing circumstances

Think and Solve Problems

- Research and analyse information and make recommendations based on relevant evidence
- Participate in and contribute to team/unit initiatives to resolve common issues or barriers to effectiveness

Demonstrate Accountability

- Adhere to any relevant legislation and policies
- Be proactive in identifying and addressing risk and challenges
- Provide accurate and timely submissions to Manager to enable acquittal requirements of the scholarship to be fulfilled

Finance

- Understand financial constraints and work within approved financial framework

Technology

- Understand and use available technologies to maximise efficiencies and effectiveness

Optimise Business Outcomes

- Evaluate potential activities to ensure they balance environmental and heritage concerns with the need to maximise public involvement in the Trust's activities

It is not the intention of the position description to limit the scope or accountabilities of the position but to highlight the most important aspects of the position. Following consultation, the aspects mentioned above may be altered in accordance with the changing requirements of the role.

Approval Date: June 2026