



British Orthopaedic Association - Honorary Archivist (Voluntary Role)

Location: Hybrid – BOA offices and remote, occasional visits to Borthwick Institute for Archives (York)

Time commitment/remuneration: Voluntary/ Unpaid (reasonable, agreed expenses reimbursed)

Open to: Individual applicants or a shared role between two people

About the Role

The BOA is seeking an Honorary Archivist to take a lead role in caring for, developing, and interpreting the BOA archive. This voluntary position offers a unique opportunity to help preserve and share the history of trauma and orthopaedics and the BOA as an institution. The Honorary Archivist will take a hands-on, delivery-focused approach, supported by the BOA team and reporting to the BOA Executive. While specialist staff (for example, web or communications colleagues) may provide technical support, this role will retain responsibility for archival content, interpretation, and curation.

The BOA's paper and photography archive is held at the Borthwick Institute for Archives, University of York. The Honorary Archivist will work collaboratively with Borthwick staff to consider best practice in preserving, managing, interpreting, and connecting this material to BOA's wider archive.

There is no fixed weekly commitment. We would anticipate regular engagement with the role, including visiting the BOA offices as required, alongside remote research and development work.

Key Responsibilities

Archive Care and Development

- Review, assess, and document the BOA archive, including physical objects held at BOA offices and paper and photographic material held at the Borthwick Institute.
- Work with archivists at the Borthwick Institute to consider the ongoing management, preservation, and future use of BOA's deposited archives.
- Develop practical approaches to maintaining and improving archive organisation and care.

Collections, Displays, and Interpretation

- Take responsibility for the care, storage, and appropriate display of physical archive items held at BOA offices (with professional help as needed).
- Curate and refresh displays, including researching items and producing clear, engaging interpretive text and labels.

- Ensure displays accurately reflect the history of trauma and orthopaedics and BOA's role within the specialty.

Public Access and Engagement

- Explore and propose ways to facilitate public access to the BOA archive, balancing access with conservation and safeguarding considerations.
- Lead on interpreting archive material for public audiences.

Digitisation and Online Access

- Identify opportunities for digitisation across the archive.
- Lead on the archival content for digital initiatives, including the potential development of a BOA virtual museum.
- Work with the BOA web team on technical delivery, while retaining responsibility for content selection, descriptions, metadata, and narrative structure.

Books and Wider Archives

- Manage the BOA book collection, making recommendations on what should be retained, relocated, donated, or sold.
- Explore how archives held by BOA Specialist Societies might be curated, supported, and, where appropriate, incorporated into the wider BOA archive.

Working Style and Support

- This role is expected to undertake the archival work itself, rather than solely identifying actions for others to carry out.
- The Honorary Archivist will be supported by the BOA team and external partners where appropriate but will retain ownership of archival content and delivery.

Person Specification

Essential

- Experience of the trauma and orthopaedic specialty.
- A strong interest in the preservation and interpretation of the history of trauma and orthopaedics and BOA as an institution.
- Ability to work independently, manage projects, and take initiative.
- Strong research, writing, and interpretive skills.
- Confidence working with physical collections and documentary materials.
- Ability to work collaboratively with staff, volunteers, and external partners.

Desirable

- Member of BOA
- This role may be particularly well suited to someone towards the end of their clinical career or with increased flexibility in their working pattern.
- Experience working with external archive repositories.
- Interest in public history and online engagement.