

Christ Amlai
christos@bauherren.ovh
07918793577

August 23, 2025

Archivist and Records Manager Apprentice
Job Identification: 1192

Good Morning/Afternoon UKRI Apprenticeship Recruitment Team,

I'm writing to express my interest in the 'Archivist and Records Manager Apprentice' role at UKRI. I have experience in digitization and publishing, which I have used alongside my web development skills to share archived materials online and improve public access. My passion lies in preservation and discoverability, particularly in making historically significant and overlooked materials more accessible to a wider audience.

While my most recent role was in Systems Administration and Web Development, my work for two sister human rights charities (GAIPCHT JPNUK) involved tracing, sourcing, and digitising decades-old materials related to activism, humanitarian issues, and cultural history. This included books, legal documents, and campaign materials, which I prepared for online access during a period of increased collaboration with organisations such as Amnesty International.

As the informal head of IT for my charity, I used my seniority to lead the digital transformation of these archives. I developed personalised workflows for my team, managed several long-term international digitisation and publishing projects, and collaborated with partners to ensure the materials were accurately preserved and made accessible online. This role allowed me to apply my technical expertise in service of promoting the legacy of activist histories.

Although I am not formally trained in archival software, I applied my knowledge of version control by using Git to track and manage changes throughout the digitisation process. I also used tools like ImageMagick to add and edit metadata in image files. I'm adaptable and quick to learn new technologies, and I'm enthusiastic about gaining hands-on experience with dedicated archival systems.

I am confident in my ability to collaborate effectively across BAS, UKRI, and related organisations, having previously liaised with diverse teams. I've supported design processes by presenting evidence-based recommendations, ensuring solutions align with strategic objectives and are clearly communicated to all audiences. I am accustomed to working under tight schedules and managing multiple priorities, which has allowed me to develop resilience and better appreciate my colleagues roles and efforts. I particularly enjoy and value being under the mentorship/tutelage of experienced professionals and take pride in sharing skills that help others grow, supporting the development of a technically confident, collaborative workplace.

Thank you for considering my application. I am motivated and committed to completing the Level 7 Apprenticeship and look forward to the opportunity to discuss the role in more detail.

Yours Sincerely,
Christ Amlai