

Manorial and Tithe Documents Panel

Introduction

The Manorial and Tithe Documents Panel (the “Panel”) is a subcommittee of the Forum on Historical Manuscripts and Academic Research. It was set up in January 2023 to provide advice to the Master of the Rolls on his responsibilities for manorial and tithe documents and to advise the Historical Manuscripts Commissioner on matters relevant to these records.

We are looking for committed and enthusiastic new members to join this group to help safeguard and promote these vital historical resources. Manorial documents connect us with people’s stories across the centuries. They embody The National Archives’ belief that archives are about everyone and, through their protected status, for everyone.

It has several roles, advising the Master of the Rolls and the Historical Manuscripts Commissioner on:

- Improving the profile and knowledge of the manorial documents and tithe Rules¹;
- Amending the wording of the Rules;
- Interpreting the Rules;
- Identifying and clarifying which documents are defined as manorial, according to the Rules;
- Improving the profile and knowledge of the records and access to them;
- Promoting knowledge about the legal protection of the records;
- Supporting the maintenance of the Register;
- The liaison with private owners that hold manorial documents;
- The future development and promotion of the Register.

It also advises the relevant authorities and interested parties on:

- The Rules and the withdrawal of manorial documents from repositories.

As required, members will also:

- Assist with external events focusing on manorial documents;
- Promote the Register and advocate for continued public investment;
- Serve as a forum for sharing information and good practice between the Master of the Rolls, The National Archives and county and private repositories;

¹ A summary of the Rules can be found [here](#) and [here](#), for Manorial Records and Tithes respectively. Specific links to the relevant legislation are also available.

- Serve as a forum for sharing information and good practice between university departments of history, local history groups and county record societies.

Membership

The Panel is comprised of three ordinary members as well as two additional co-opted project members, who are all appointed by the Master of the Rolls.

Regular members will sit for a longer term and have general experience in the field of manorial documents. Members sitting as co-opted members will be appointed for a one year term but are welcome to apply for further terms after their initial term has expired. They will cover specific gaps in, for example, coverage of record holding bodies or ongoing projects with a manorial document focus.

They come from a wide range of fields, including users of historical records such as historians, heritage professionals and professionals with expertise, including (but not limited to) archivists, information practitioners and lawyers. We are seeking to appoint three new members in this appointment exercise as well as the two co-opted appointments.

Role of Members

All members are appointed on a personal basis and are not expected to speak as representatives of special interest bodies, groups or institutions. Members must understand that some information they receive is in strict confidence and that they must treat marked papers and related discussions as confidential.

Person Specification

Essential skills and experience

All candidates for the Panel should provide evidence of the following core skills and attributes:

- Familiarity with manorial and/ or tithe documents
- Familiarity and understanding of archives and/or documentary heritage
- Understanding of the needs, requirements, and obligations of independent archive holders
- Commitment to the maintenance, preservation and promotion of archive collections in the national interest
- Ability to weigh up the balance of arguments objectively and independently;
- Ability to engage in and facilitate strategic thinking;
- Ability to collaborate, negotiate and influence at a senior level;
- Ability to comply with confidentiality restrictions and to work with information of a sensitive nature;
- Ability to demonstrate energy and persistence.
- Time to prepare for meetings, including reading papers and networking

Members will also be willing to undergo a basic background check.

Desirable criteria

Specialist knowledge in one or more of the following areas would be beneficial:

- **Manorial**
 - Working and or research with manorial or tithe collections
 - Knowledge of Latin and palaeography in the context of manorial documents
 - Ability to identify the different formats of manorial documents
- **Archival practice**
 - Archives policy, information management and digital archiving as practised in libraries, archives and records offices, or developed as a discipline in the information management and information rights communities
 - Experience in digital humanities, and projects using digital technologies. Understanding of the research use of digital technologies and computational approaches to manorial and tithe documents
 - Understanding digital enhancement of usability and findability
- **Users of archives**

- Experience of academic or independent research, genealogy, local history, legal history or popular history; an understanding of the needs and concerns of researchers in these fields

Role Specification: Manorial and Tithe Documents Panel

Title:

Member of the Manorial and Tithe Documents Panel

Reports to:

Sir Geoffrey Vos, Master of the Rolls

Time Commitment & Remuneration:

The Panel will hold one regular meeting per year, with the possibility of an additional ad hoc meeting as required. The meeting will last half a day. Actual reasonable and other expenses will be met, in accordance with current policy for NDPBs and the workload of the Panel.

Preparation/reading of papers before meetings.

Responding to emails with queries regarding records and the Rules as required, around 2-4 significant items per year.

Locations:

Meetings are normally held in Central London or Kew although online facilities are available.

Term:

A variety of terms will be available from four years to one year (for co-opted appointments), with a possibility of reappointment at the end of the term, subject to a successful performance assessment.

Role:

Play a full role in assessing strategy and policy papers and communicating the resulting assessment to the HMC Secretary, HMC Commissioner and MR via Forum.

Interpret the Manorial and Tithe rules, including expert opinion on specific cases where the exact status of a document is questioned or unclear and assessing or identification of records eligible for protection under the Manorial Documents Rules and Tithe Document Rules

Welcome and consider the views of other members of the Manorial and Tithe Advisory Panel

Make recommendations to the Master of the Rolls, HMC Commissioner and HMC Secretary

Support The National Archives' other activities for securing the preservation of and public access to manorial and tithe records as an integral part of the nation's heritage;

Advocacy of the cultural and research value of manorial and tithe records for all users.

Key Duties:

Participating at meetings.

Reading and responding to papers prior to meetings.

Providing expert opinion with queries regarding the Rules and or the exact status of a document when it is questioned

Advise on manorial documents, and the associated rules and register.

Advocacy for the value of manorial records, and their educational and research use, as an asset for the whole nation

Promoting knowledge about the legal protection of the records

Supporting the maintenance of the Register

Conflicts of interest

All candidates will be asked to disclose any actual, potential or perceived conflicts of interest. These will be discussed with the candidate to establish whether and what action is needed to avoid a conflict or the perception of a conflict, taking account of advice received from The National Archives' Governance team as appropriate.

Terms of Appointment

An offer of appointment will be made once all candidates have been interviewed and will be subject to satisfactory completion of eligibility checks, including security.

How to apply

To apply, please send:

- a CV of no more than two sides of A4;
- a supporting statement of not more than one side of A4, setting out how you meet the criteria (NB: make sure you refer to the contents of this document).

Completed applications should be emailed to: applicationstna@nationalarchives.gov.uk - please put Manorial and Tithe Panel in the "subject" line to arrive no later than: Midnight 4 July.

The interview date for this post will be on 24 July 2023. Once the deadline for applications has passed we will write to all applicants by 12 July to let them know if they are being invited for interview.

For queries in relation to the Panel, or further information on the role, please contact:

- Liz Hart, Senior Adviser (Manorial Records), on 020 3908 9284 or email liz.hart@nationalarchives.gov.uk

For queries regarding the appointments process, please contact:

- Isabel Saunders, Senior Governance Coordinator and Advisory Council Secretariat, on 020 3908 1768 or email Isabel.Saunders@nationalarchives.gov.uk

Equal Opportunities

The Forum is committed to equal opportunities for all. We welcome people from all backgrounds to apply so that the group can represent the community it serves. We would particularly like to encourage applicants currently underrepresented in the historical records sector, including those who are younger, identify as LGBT+, are from black, Asian or other minority ethnic cultural backgrounds, those who are neurodivergent, and those with hidden or visible disabilities. Applicants with accessibility needs are welcome to contact us to discuss the accommodations they require.

Eligibility

To avoid possible disappointment at a later stage, we recommend that you check you are eligible before applying:

Nationality requirements

This job is broadly open to the following groups:

- UK nationals
- nationals of Commonwealth countries who have the right to work in the UK

- nationals of the Republic of Ireland
 - nationals from the EU, EEA or Switzerland with settled or pre-settled status or who apply for either status by the deadline of the [European Union Settlement Scheme \(EUSS\) \(opens in a new window\)](#)
 - relevant EU, EEA, Swiss or Turkish nationals working in the Civil Service
 - relevant EU, EEA, Swiss or Turkish nationals who have built up the right to work in the Civil Service
 - certain family members of the relevant EU, EEA, Swiss or Turkish nationals
- [Further information on nationality requirements \(opens in a new window\)](#)