Thomas Plume’s Library (Registered Charity No. 1179957)

Part-time Librarian/Manager

Thomas Plume’s Library has a vacancy for a part-time Librarian at its historic reference library in Maldon, Essex.

The role of the Librarian is to act as curator to the historic collection of books, pamphlets, archives and other artefacts and ensure its safety at all times, as far as it lies within your power; and facilitate access to the collection to provide a high-quality, individual service to Library users including helping to identify their individual needs, actively seeking to meet those needs by assisting them in making full use of the on-line catalogue; and to ensure the smooth running of the Library and management of staff.

Educated to degree level or equivalent desirable but not essential as past experience and transferable skills will be taken into account. You will have a strong customer focus, be reliable and punctual. Team work, accuracy, and good IT skills are also essential. Previous experience, especially in a reference library, archive or similar environment, would be desirable but not essential.

The post is for c. 1000 hours per year covering the opening hours of 2 – 4 pm Tuesday, Wednesday and Thursday and 10am – 12 noon on Saturday. Attendance is required at other times for Trustee Meetings and occasional opening sessions for groups, researchers and contractors, by appointment. The annual salary is £11,297 per annum.

Owing to the nature of this post, candidates will be required to undertake a CRB Disclosure check. The Library is housed in a building which is accessible only by steep narrow stairs.

Please note applications must be submitted using the application form (CV’s are not accepted), which can be found at www.thomasplumeslibrary.co.uk along with the Job Description and Person Specification. Alternatively contact the library by post for further details and an application form. The closing date for applications is 6th August 2019.

E-mail: info@thomasplumeslibrary.co.uk
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