THOMAS PLUME’S LIBRARY

Job Description for Plume Librarian/Library Manager

Job Role and Purpose: The role of the Librarian is to act as curator to the historic collection of books pamphlets 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.

Hours and Remuneration: This is a part-time post of c.1000 hours per annum. Salary is paid monthly in arrears and subject to annual review.

Attendance: The Librarian will attend the Library during the following hours of opening set by the Trustees: 2-4pm on Tuesday, Wednesday and Thursday, and 10am-12noon on Saturday. Attendance is required at other times by appointment for school and adult groups, students, researchers and contractors.

Holidays: There is statutory entitlement to paid holiday in accordance with The Working Time Regulations (WTR)1998 (as amended), details of which are set out in a separate document.

Key Accountabilities

1. Overseeing, and providing users with guidance in the use of the Library’s collection according to the user’s needs including identifying specific items which may be helpful. Advise users on the handling of materials where appropriate to ensure the safety and security of the collection.

2. Complying with the individual responsibilities for Health Safety & Welfare in the workplace, including ensuring safeguarding children, in accordance with work role and taking appropriate action.

3. Answering enquiries from users in person, by telephone, letter or electronic communication promptly, providing accurate information - including referral to other organisations as appropriate - in a timely fashion.

4. Undertaking all management of the collection including shelving, stocktaking, regular cleaning and inspection of the collection, indicating when repairs are needed and liaising with bookbinders and conservators when work is being undertaken, and ensuring the security of the items being repaired.
5. Oversee the replacement of items missing from the original collection including checking booksellers' lists and auction catalogues for replacement titles and liaising with the Friends of Thomas Plume's Library or other grant-making bodies.

6. Overseeing and assisting users of the on-line catalogue, including providing guidance, support and instruction.

7. Maintaining the electronic catalogue and website, including liaising with consultants and providers.

8. Assisting with promotional activities (both inside and outside the Library), researching and staging exhibitions, marketing and display work, including liaising with the Friends of Thomas Plume's Library in connection with stewarding for the Heritage Open Days, school groups and other groups.

9. General management and running of the Library, its equipment, administration, correspondence and cleaning arrangements.

10. Supervising the Assistant Librarian, other part-time and voluntary staff, and cleaning and other contractors, including staff meetings and training volunteers.

11. Being responsible for self-development including identifying own needs, and participating in training and development of others.

12. Acting as the primary key-holder including for the fire and intruder alarm systems. Locking and unlocking the Library including out of hours response as necessary. Arranging for adequate cover to ensure the security of the collection and staffing during holiday periods.

13. Ensuring that all duties and services provided are in accordance with such policies and practice as may be determined by the Trustees including risk assessments.

14. Preparing reports, agenda and minutes for the Trustees' Meetings and acting as clerk at these meetings. Compiling statistical returns, and any other general administrative duties including contact with the Charity Commission.

15. Placing orders, receiving goods and services and approving invoices for payment; arranging wages payments in conjunction with the Hon. Treasurer.

16. Carrying out other such duties as may reasonably be required.

Knowledge, Skills, Ability and Experience

- Experience of working with historical books, manuscripts, archives and other materials and capable of developing knowledge and understanding of the collection.
• Demonstrable ICT skills and a willingness to undertake training if required.

• Educated to degree level or equivalent desirable but not essential as past experience and transferable skills will be taken into account.

• Working with the public in a people-oriented service and with an understanding of the need to deliver a service with our users as the focus of activities

• Ability to manage and supervise others

• Ability to plan and manage time

• Ability to work flexible hours, including Saturdays, some evenings and Heritage Open Days weekends.

• Ability to undertake the physical aspects of the job, including shelving and access by steep winding stairs in a confined space.