

Job Description: Assistant Librarian

Job Role and Purpose: To assist the Librarian as curator of 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 and visitors 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 assist in the smooth running of the Library.

Hours and Remuneration: This is a part-time post of 10 hours a week (basic). Salary is paid monthly in arrears and subject to annual review.

Attendance: The Assistant Librarian will attend the Library to enable the following hours of opening set by the Trustees: 2-4pm on Tuesdays, Wednesdays and Thursdays, and 10am-12noon on Saturdays. Attendance is required at other times for Trustee meetings and by appointment for school and adult groups, students, researchers and contractors.

Holidays: There is statutory entitlement to paid holiday in accordance with Working Time Regulations, details of which are set out in a separate document.

Key Accountabilities

1. Assisting the Librarian in guiding visitors and 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.
2. Assisting in the management of the collection including shelving, stocktaking, regular cleaning and inspection of the collection and re-ordering as required. Ensure tidying of material within the Library and similar activities.
3. 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.
4. Complying with the individual responsibilities for Health Safety & Welfare in the workplace, including ensuring safeguarding children and vulnerable adults, in accordance with work role and taking appropriate action.

5. Assisting in the replacement of items missing from the original collection including checking booksellers' lists and auction catalogues for replacement titles.
6. Assisting with promotional activities (both inside and outside the Library), researching and staging exhibitions, marketing and display work, including guiding visitors and assisting with the supervision of stewards for the Heritage Open Days, school groups and other groups.
7. Assisting in supervising part-time and voluntary staff, and cleaning and other contractors.
8. Being responsible for self-development including identifying own needs.
9. Acting as key-holder including for the fire and intruder alarm systems. Locking and unlocking the Library including out of hours response as necessary.
10. Complying with and working in accordance with policies and practice as may be determined by the Trustees.
11. Attending and taking notes for the minutes of the Trustees' Meetings.
12. In the Librarian's absence, assist in placing orders, receiving goods and services and approving invoices for payment; arranging wages payments in conjunction with the Hon. Treasurer.
13. Carrying out other such duties as may reasonably be required.

Knowledge, Skills, Ability and Experience

- Experience of working with historical books manuscripts and other materials and capable of developing a knowledge and understanding of the collection.
- GCSEs - or equivalent in a range of subjects.
- 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 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.