



The Devon and Exeter Institution (DEI)

LIBRARIAN-Job Description

The DEI is seeking a well-qualified, energetic and enthusiastic person to fill the post of Librarian who will have experience of working effectively as part of a small team.

The post is for a period of one year in the first instance. The successful candidate will ensure the smooth running of the library and support the ethos and aims of the DEI through an exciting period of development.

We are seeking someone with a sound knowledge of the challenges facing independent and historic libraries and an understanding of the current cultural, educational and funding environment is essential.

Salary: 20 hours per week pro rata £25,000

Working hours: Your working hours are Monday -Friday 4hrs per day to be worked 9am-1pm. Some flexibility in working hours may be possible but these must be agreed by the Chair of the Library Committee and Partnerships & Programme Manager in advance. The DEI may on occasion require you to change these hours on a temporary basis to accommodate DEI events. Occasional Saturday working may be required depending on the activity programme.

Reports to: The Librarian will provide leadership for all aspects of the DEI Library, reporting to the Chair of the Library Research and Publications Committee with a wider responsibility to the DEI Board of Trustees.

Key relationships:

The Librarian will collaborate with and support the work of DEI Officers, DEI staff and Trustees and in particular the Partnerships & Programme Manager who is the lead member of staff.

The Librarian will work closely with the Partnerships & Programme Manager and in accordance with the Library Stock Policy deliver conservation and care of the collection and maintain a library service to members and researchers.

In liaison with the Partnerships & Programme Manager the Librarian will support the University partnership programme, schools and outreach programmes and other externally funded education projects.

The Librarian will support the Digitisation Project Coordinator to ensure smooth delivery of our digitisation projects.

The Librarian liaises with the Administrative Assistant, the Housekeeper, Saturday Activities Coordinators, volunteers, members, visitors, external funders and key partners.

The Librarian will be a member of the Partnerships & Programme Committee and of the Library, Research and Publications Committee and will attend Board of Trustee Meetings. The Librarian will be required to submit a regular report to the trustees in advance of the board meetings.

The Librarian is responsible on a day-to-day basis for the following Library functions:

- Acquisition, cataloguing, recording and maintenance of the library collection ensuring that new additions to stock are maintained in line with the stock policy.
- Monitoring the DEI's library management system as required.
- Monitoring and promoting the DEI's electronic resources.
- Dealing with enquiries from members and from external sources.
- Working with the Partnerships & Programme Manager to support the programme of conservation, cleaning and book binding.
- Recruitment, supervision, training and development of the Volunteer Library team with the support of the Partnerships & Programme Manager.
- Monitor and control the library budget, maintaining financial records and accounts to enable effective budgetary control by the DEI Officers and to meet the requirements of external funders.
- Actively supporting the DEI events programme for members and the wider community.
- To support the Partnerships & Programme Manager to maintain and develop successful relationships with external cultural organisations.
- The Librarian will be expected to undertake other relevant duties that may be required by the Board of Trustees from time to time, including the possibility of supporting out of hours events.

Person specification:

Qualifications

Degree or equivalent

Professional or postgraduate qualification in librarianship/information studies/heritage/archival work

Knowledge and experience

Experience of caring for and organising special collections

Understand the research potential of special collections

Work with and manage volunteers

Use of databases and information retrieval, both paper and digital

Interest in West Country studies

Skills and Abilities

Self-motivated and willing to work as a team member and lead a volunteer team

Communicate successfully in person and in writing

Organise, prioritise and meet deadlines effectively

Competent and confident IT skills including social media

Manage and work within budgets

14/08/19