

## Bristol Baptist College Job Description & Person Specification

**Job title:** Librarian & Archivist

**Salary:** £15,792 per annum

**Hours:** Part-time, 18 hours per week

### **Overview:**

We require a qualified librarian, from 2<sup>nd</sup> May 2023 (or as soon as possible thereafter), to manage the College Library, and to deliver a friendly and user-focused service to our library users. The librarian is the sole member of staff responsible for this area of the college's work. This is a part-time position working 2.5 days (18 hours) per week, to be worked on Tuesdays, Wednesdays, and Thursdays. We are open to the possibility of weighting the hours towards school term time, if this is desirable.

**Responsible to:** College Manager

**Key relationships:** College staff, students and other external library users

### **Purpose:**

To manage the College library and archive in support of the College's purpose of education and formation for Christian ministry, and to care for significant archival collections, enabling their use by the wider scholarly community.

### **Main Duties:**

Day to day running of the library to include:

- Managing the current library stock to enable users to make the best use of resources
- Acquisition, classification and cataloguing of new material, to ensure availability of appropriate material for students and staff.
- Liaison with providers of electronic content (primarily the Digital Theological Library, to which the college subscribes)
- Student support, including library induction
- Managing the library budget and accounting for expenditure
- Maintenance of the Library Management System (Heritage)
- Liaison with partner institutions and validating Universities, as appropriate

Managing of the archives, to include:

- Care of the collections to recognised standards
- Assisting enquirers and researchers by post, phone, email and in person.
- Appraisal and accessioning of incoming material as appropriate

## **Person Specification**

### **Essential:**

A degree or postgraduate qualification in library and information studies

Familiarity and experience with a computerised Library Management System software

Full support of the Christian values, aims and activities of the College

A keen desire to support students in their learning

Confidence in the use of Microsoft Office applications and the internet

A flexible and pro-active person able to work reliably on their own initiative

### **Desirable:**

Experience in an academic or specialist library

Experience of archive work

Experience of the use of Cirqa/Heritage LMS

Subject knowledge in the area of Christian theological studies