

JOB DESCRIPTION

Job Title:	Library Assistant
Department:	Tyndale House, Operations
Line Manager:	Librarian (Matthew Baalham)
Location:	Tyndale House, Cambridge
Duration:	Permanent Position
Hours:	Full-time (37.5 hours per week)
Salary:	£24,500-£27,000 per annum (dependent on experience)
Key Benefits:	9% employer Pension Contribution; 25 days' annual leave allowance and 4 x salary life insurance

Overall Purpose:

Tyndale House is a dynamic academic hub that specialises in the languages, history and cultural context of the Bible. It has an international reputation for research excellence and brings together outstanding Christian researchers from around the world with the aim of developing Bible literacy in the Church and beyond. We want to enable all those who read the Bible to understand and appreciate it more.

Since Tyndale House opened 80 years ago, we have built up a specialist library focused on the area of biblical studies to support research. The library aims to collect all relevant resources for work at the highest academic levels and has around 45,000 books, 15,000 journal volumes, and a range of electronic resources. Most of our readers are carrying out PhD or post-doctoral studies. Tyndale House is currently in the process of replacing its existing 60-desk library with a much larger, state-of-the-art library as well as improved accommodation facilities for visiting scholars.

The library is seeking a self-motivated, enthusiastic library assistant to help maintain our world-class research collection and deliver excellent library services to our readers and research staff, as well as to support the wider team at Tyndale House in delivering its ministry. The job will involve day-to-day administration of the library service including regularly ordering, cataloguing, and processing books and journals, and dealing with enquiries. The post-holder will be required to work on the general reception desk (on a rota-basis) and will need to have a working familiarity with booking systems and other customer focused aspects of our work. They will have an interest in the Bible and biblical studies and will be a team player who also welcomes the opportunity to work independently and with minimal supervision. The successful candidate will need to be enthusiastic about delivering outstanding customer service and will be able to work both accurately and efficiently. They will also need to be willing to work flexibly; we are a small organisation and require our staff to be willing to be multi-skilled and to support other areas of the charity on an occasional basis when required.

Principal accountabilities:

1. Reader services

- 1.1 In conjunction with the Librarian: welcome visitors; show new readers around the library; answer reader enquiries or record them to be dealt with later
- 1.2 Assist readers with the use of the Heritage library catalogue/EBSCO Discovery Service/electronic resources/Open Athens and other library facilities/services as required
- 1.3 Provide cover for other staff working in the Reception Office as necessary
- 1.4 Ensure that all users of library facilities are recorded on the booking system and (under the direction of the finance team) that appropriate fees are collected
- 1.5 Search for missing items and if unfound list them on relevant document
- 1.6 Replace photocopier paper and ensure supplies of paper are available
- 1.7 Ensure desks are clear and ready for new readers
- 1.8 Assist Librarian in producing library communications

2. Processing and stock management

- 2.1 Unpack book and journal packages on arrival. Deal with any invoices received, passing on as appropriate to the Librarian for authorization and recording
- 2.2 Receive books and journals on the Heritage library management system
- 2.3 Process books and journal issues ready for library use
- 2.4 Regularly shelve new books and journal issues on the display shelves and then on the permanent shelves after a suitable period
- 2.5 Check donated titles against the library catalogue and label accordingly
- 2.6 Create brief catalogue records for new stock as required
- 2.7 Assist with retrospective cataloguing projects as required
- 2.8 Amend and correct catalogue records as required

3. Shelf Management and Stock Maintenance

- 3.1 Tidy and reorganize the bookshelves as required
- 3.2 Keep shelf signage tidy and up to date
- 3.3 Identify damaged books and repair them or recommend them for replacement or rebinding, as appropriate
- 3.4 Replace spine labels as required
- 3.5 Assist the Librarian in preparing batches of journals for binding. Process and re-shelve the bound volumes on their return
- 3.6 Assist the Librarian in organising library stocktaking

4. Miscellaneous duties

- 4.1 Order library supplies as directed and approved by the Librarian
- 4.2 Assist the Librarian in ensuring that the library building and stock are kept secure
- 4.3 Work on our general reception desk (on a rota-basis) to welcome library and other visitors to our site
- 4.4 Gain a working knowledge of our booking system for library and residential bookings
- 4.5 Assist with evacuation in the event of a fire
- 4.6 Direct the work of library volunteers when necessary
- 4.7 Actively engage with appraisal processes
- 4.8 Keep up to date with organisational policies and comply with their requirements
- 4.9 Maintain regular communication lines and liaise, where appropriate, with the Finance, Hospitality and Facilities Team at Tyndale House
- 4.10 Willing and able to take on other tasks as agreed with line manager
- 4.11 Willing to undergo training, as required

Personal Specification:

Key skills, experience and attributes

- 1.1 Willing to promote and work according to the Christian ethos of Tyndale House and to demonstrate a willingness to engage with the community life at Tyndale House
- 1.2 Educated to A-Level standard or above or equivalent experience
- 1.3 Interested in the Bible and biblical studies at an academic level
- 1.4 Excellent interpersonal skills with an interest in enabling readers to gain access to the resources they need
- 1.5 Excellent customer service experience
- 1.6 Library experience is desirable
- 1.7 Able to work rapidly and efficiently, following established procedures, while paying attention to detail and maintaining the quality of work
- 1.8 Self-motivated and able to work independently with minimal supervision
- 1.9 Physically fit and able to carry and shelve books, move library stock, work on ladders to shelve books at height
- 1.10 Good working knowledge of MS Office applications, particularly Word and Excel
- 1.11 Clear communicator, both written and oral