



Job title:	Graduate Trainee Librarian
Responsible to:	College Librarian
Place of work:	Christ's College, Cambridge and all property owned by the College in and around Cambridge
Salary range:	Point 21 – 23 on the University's single pay spine, currently equating to £18,189 - £19,202 pa
Hours:	Fixed term contract for one year. Full time; 36.25 hours per week
Holidays:	36 days annual leave (inclusive of public holidays)
Pension scheme:	The College offers membership of a contributory pension scheme. Subject to your age and earnings level, you may be eligible for auto-enrolment into the scheme and you have the right to opt in at any time.

Job summary

This post is designed to provide the successful candidate with a wide range of practical library experience prior to undertaking a formal library and information studies qualification.

The post holder will assist with a range of day-to-day operational tasks and undertake specific projects. Project work may be tailored to suit individual interests within the scope of the library's needs. They will play a full part in the library team, including contributing to improvements in services and promoting the library to users.

As this is a training post, there will be opportunities to attend training sessions both within the University and externally, and to take part in visits and other professional activities arranged on behalf of graduate trainees in Cambridge. Although most of these sessions take place in work hours, the post holder is also expected to contribute to their own professional development outside of work hours.

Key responsibilities

- Regular shifts at the library issue / enquiry desk, including issuing, returning and renewing stock and registering users on the Voyager library management system, handling cash and answering queries from staff, students and visiting researchers.
- Invigilation of researchers consulting materials from the library's special collections and visitors to exhibitions in the Old Library.
- Shelving, tidying and weeding stock; book moving.
- Creating a monthly display of new books.
- Assisting with routine stationery and equipment orders.
- Checking reading lists, liaising with other staff as required in order to update stock

- Cataloguing and classifying modern printed books using MARC21, AACR2/RDA, LCSH and the Library of Congress Classification Scheme. (Full training will be provided.)
- Processing stock and carrying out basic repairs.
- Carrying out library tours.
- Contributing to the library's blog and Facebook page as well as the Cambridge Graduate Trainee website CaTaLOG and Twitter/Instagram accounts.
- Assisting with curating exhibitions in the Old Library (normally two per annum, one of which is assembled primarily by the Graduate Trainee) and other events aimed at raising awareness of the College's library collections.

General responsibilities

- To take part in the College's appraisal scheme and to undertake training as required.
- To be responsible for your own health and safety in the workplace.
- To fully comply with all the College's policies including equality of opportunity and data protection.
- To undertake any other reasonable request or duties commensurate with your post.

The above is not an exhaustive list of duties. The post-holder may be asked to take on different tasks as required and all employees are expected to work collaboratively to support the overall work of the College.

PERSON SPECIFICATION

Criteria	Essential	Desirable
Education/ Qualifications	<ul style="list-style-type: none"> • Educated to degree level (or equivalent) • GCSE in English (or equivalent) 	
Experience	<ul style="list-style-type: none"> • Experience of working in a customer-service environment • Experience of a range of libraries as a user 	<ul style="list-style-type: none"> • Some experience (paid or voluntary) of library, information or archive work
Skills/knowledge and training	<ul style="list-style-type: none"> • Ability to work effectively as part of a team, with a collaborative approach to achieving team and organisational goals • Ability to communicate effectively and confidently with a range of people, including students, Fellows, visiting researchers and members of staff • Excellent written communication skills • Ability to deliver high standards of customer service under pressure • Ability to undertake routine work diligently, accurately and positively • Ability to prioritise a diverse workload • Good basic IT skills (MS Word, email, internet) • Proficient in searching library catalogues and other relevant electronic resources 	<ul style="list-style-type: none"> • Experience of editing websites and / or blogs • Experience of using social media in a work environment
Personal attributes	<ul style="list-style-type: none"> • Commitment to delivering a first-rate library service • Genuine interest in and enthusiasm for a career in library and information work • Organised, methodical, persistent and self-motivated • Flexible and adaptable approach • Cheerful and courteous outlook 	<ul style="list-style-type: none"> • Willingness to attend events out of normal working hours