



Library Assistant Role Profile

Accountable to:	Academic Librarian
Location:	Community of the Resurrection, Mirfield
Hours:	10 hours per week over 2 days (to be discussed and agreed).
Hourly Rate:	£10.90 - £13.05 dependent on experience.
Duration:	Fixed Term 42 weeks – 51 weeks. (Including a 4 week probationary period)

Job Summary:

We are seeking a Library Assistant to support the ongoing cataloguing project at the Community of the Resurrection Library. The role will involve classification and cataloguing of theological areas of the collection, data input and maintenance of data in the Library Management System (ACCESSIT).

You will be integral in assisting in cataloguing parts of the Community of the Resurrection library, partly focusing on cataloguing pamphlets and helping to recruit, supervise and train cataloguing volunteers.

Successful candidates will have a good aptitude and previous experience of working with IT, specifically databases and Excel, along with a confidence in alphanumeric classification codes. The role requires the ability to plan and deliver to deadlines, and an attention to detail and methodical working practices. Previous experience in leading a small team would be an advantage.



Liaising with

- Academic Librarian.
- Library Brother.
- Volunteers.
- Internal departments.

Main duties to include:

- Assist in the classification and cataloguing of library stock.
- Assist with the maintenance of data in the Library Management System (Accessit).
- Assist with recruitment and training of volunteers.
- Assist with managing the workload for the volunteer work teams and checking their work.
- Assist the Librarian with any other administrative tasks required.

Criteria are marked as expected (E) or highly desirable (D).

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Qualifications:	E	Educated to A Level or equivalent.
Experience:	D	Experience working in a library or with systems of classification, both physical and electronic.
	D	Experience with supervising volunteers/staff.
	E	Experience with training others on database/LMS/IT.
Skills & Competencies:	E	Aptitude for IT and specifically databases and Excel.
	E	Good working with alphanumeric classification codes.
	D	Good verbal communication skills.
	E	Able to plan and deliver work within agreed timescales.
Personal Qualities:	E	Attention to detail and methodical.
	D	Problem solving and able to use initiative.
	E	Friendly, approachable.
	E	Able to work as part of a team.
	E	Hardworking and able to multi-task.
	E	Self-motivated to work on their own.
	E	Flexible, able to adapt to varying demands and situations.