

Scottish Poetry Library

Bringing people and poems together

Job Opportunity: Assistant Librarian (6 months, fixed-term)

The Scottish Poetry Library is offering a six months, fixed-term opportunity for the role of Assistant Librarian. This role may suit a librarian seeking a career development break (sabbatical).

- **Salary: £18,500 per annum**
- **Closing date for expressions of interest: Friday, 18th January 2019**
- **Interviews dates: week beginning Tuesday, 29th January 2019**

The Scottish Poetry Library is seeking a motivated individual to join its small but dedicated team as our temporary Assistant Librarian to support the Head Librarian to deliver a high-quality, customer-focused and welcoming environment. Candidates should be able to demonstrate an affinity for and understanding of the cultural, social and wellbeing benefits brought about by public engagement and participation with poetry and poets.

The SPL has recently undertaken a review of its library service, and the role and tasks of library staff in particular. As a result, the successful candidate will be able to help shape how the library service will deliver to the ambitions of our business plan and support our values of being welcoming, being compassionate and transforming lives through poetry. We have recently launched a new website and will be seeking to further promote our collections and resources digitally.

To apply: Please send your CV with a covering letter to Asif Khan, SPL Director at asif.khan@spl.org.uk

If required, please have permission of your line manager before expressing an interest in the role.

Website: www.scottishpoetrylibrary.org.uk



Job Description

Job Title	Assistant Librarian
Reports to	Head Librarian
Salary	£18,500 per annum
Contract	Fixed term (6 months)
Place of Work	Scottish Poetry Library
Hours of Work	37 hours per week, Monday to Friday. Out of hours work may be required to fulfil the responsibility of the role.
Leave Entitlement	Based on FTE of 28 days annual leave plus 10 days public holiday per annum
Pension	2 per cent employer's NEST scheme

Role Summary

The Assistant Librarian develops and delivers services in line with SPL's Business Plan. They support the Head Librarian to deliver a high-quality, customer-focused and welcoming environment.

Specific Responsibilities

1. Supports the Head Librarian with collections management, including lead responsibility for periodicals selection and acquisitions.
2. Handles reference enquiries in person and virtually.
3. Supports the Head Librarian with the cataloguing and indexing of new acquisitions and special items.
4. Provides administrative upkeep of website content relating to collections.
5. Responsible for the upkeep of SPL's archive and cuttings collection.
6. Works with the Head Librarian to programme exhibitions and support group visits and tours.
7. Any other reasonable duties as required to support the effective and efficient operation of SPL.

Person Specification

1. A professional qualification in a library/information related subject or equivalent experience.
2. Excellent IT skills and aptitude with experience of Library Management Systems (e.g. KOHA).
3. Experience of cataloguing and indexing.
4. A good understanding of collections management.
5. An appreciation of poetry (Scottish poetry in particular).
6. Well organised and methodical, working to budgets and targets.
7. Commitment to the vision and values of the organisation.

Scottish Poetry Library

Organisation Chart

