

About the National Church Institutions (NCIs)

The National Church Institutions comprises a wide variety of teams, professions and functions that support the mission and ministries of the Church of England in its vision to be a church, centred on Jesus Christ, for the whole nation - a church that is simpler, humbler, bolder.

We Include. You Belong.

Our Belonging and Inclusion Strategy aims for everyone in the National Church Institutions (NCIs) to feel that they belong, and are valued for who they are and what they contribute. Together, our people contribute in different ways towards our common purpose, whichever NCI they work in and whatever their background.

Living out our values in all that we do, we:

- Strive for **Excellence**
- Show **Compassion**
- **Respect** others
- **Collaborate**
- Act with **Integrity**

We believe our commitment to belonging and inclusion fuels our progress and drives us forward. The NCIs are a safe, inclusive workplace for people of all backgrounds and walks of life. We welcome applications from people of all faiths and of no faith. We want to encourage applications from a diverse group of people who share our values. Even if you have never thought about working for us before, if you have the skills and experience we're looking for then we would like to hear from you.

About the department

Lambeth Palace Library, founded in 1610, is the historic library and record office of the Archbishop of Canterbury. Following the merger with the Church of England Record Centre in 2020 it is now the principal repository for the archives not only of the Archbishop of Canterbury but also of the National Church Institutions in London. It is freely open for public use, serving as a research centre specialising in ecclesiastical history, but with far wider-ranging archive, manuscript and printed collections, dating from the 9th century to the present day and encompassing everything from medieval manuscripts and early printed books through to modern archives and digital records. The Library's vision is to collect, preserve and make accessible the memory of the Church of England, so that its cultural and religious history can be explored and enjoyed by all.

Further details may be found on the Library's website: www.lambethpalacelibrary.info.

What you'll be doing

The purpose of this role is to support the vision and mission of the Library by describing the Library's collections and by helping readers to use them.

MAIN DUTIES AND RESPONSIBILITIES

- Cataloguing and classifying a range of printed books, including rare books and more complex modern material as the postholders' knowledge and skills increase
- Engaging with our readers and researchers to promote the use of the collections.
- Working with colleagues to ensure the security and safe use of the collections by admitting readers, producing material for readers, and other related duties.
- Answering enquiries and advising readers on sources in the Library and elsewhere and developing increasing knowledge of the collections to facilitate this.
- Improving role appropriate collections knowledge through regular continuing professional development activities.
- Participating in, and where necessary delivering, role appropriate outreach and engagement activities (including social media) to support the Library's vision to be accessible to all.
- Assisting with providing copies of material for readers in digital formats
- Supervising visitors to the Library, including maintenance contractors and tour groups
- Carrying out any other Library duties as required.

All staff working at Lambeth Palace share responsibility to promote and maintain a strong safeguarding culture with regard to children and vulnerable adults, including identifying the key actions they should take given their role and responsibilities.

Your job description is intended to reflect your main tasks and areas of work, but is not exhaustive. Changes may occur over time and you will be expected to agree any reasonable changes to your job description that are commensurate with your banding and in line with the general nature of your post. You will be consulted about any changes to your job description before these are implemented.

About You

The Church of England is for everyone and we want to reflect the diversity of the community the Church serves across the whole country. Therefore, while of course we welcome all applications from interested and suitably experienced people, we would particularly welcome applicants from UK Minoritised Ethnicities (UKME)/Global Majority Heritage (GMH) and other under-represented groups.

Essential criteria:

Knowledge/Experience:

- Good IT and keyboarding skills, including MS Office
- Good verbal and written communication skills
- Experience of working in a public service environment

Skills & Abilities:

- Good interpersonal skills and the ability to deal politely, confidently and efficiently with members of the public
- Ability to work on own initiative with minimal supervision
- Ability to work as a member of a team
- Ability to organise own work and prioritise duties
- Ability to work under pressure and to meet deadlines
- Ability to work methodically and accurately showing attention to detail
- Ability to work to agreed standards

Qualifications & Training:

- Ability to work to agreed standards
- Good level of education including an honours degree or equivalent
- Demonstrable commitment to a career in library work

Desirable criteria:

Knowledge/Experience:

- Knowledge of British history, with an interest in ecclesiastical history
- Relevant experience in a library or similar institution
- A working knowledge of Latin and at least one modern European language

Skills & Abilities:

- Familiarity with library and archival management systems

Vacancy Summary

JOB TITLE:	Library Assistant
NCI ENTITY:	Church Commissioners
DEPARTMENT:	Lambeth Palace Library
GRADE:	Band 7
SALARY:	£29,189
WORKING HOURS:	35 hrs
PRIMARY OFFICE LOCATION:	Lambeth Palace Library
HYBRID WORK ARRANGEMENTS:	5 days in office (occasional homeworking by arrangement)
SUITABLE FOR FULL HOMEWORKING:	No
HOMEWORKING REQUIRED:	No
CONTRACT TYPE:	Permanent
IS A DBS CHECK REQUIRED?	No
IS A FAITH-BASED GOR APPLICABLE FOR THIS ROLE?	No
ORACLE POSITION CODE:	8017685
COST CODE:	15066
PARENT POSITION:	Hugh Cahill, Senior Librarian