



Job description

Post: Library and Archive Project Manager
'Future Halsway' Project (HLF Funded)

Responsible to: Chief Executive

Responsible for: Library volunteers

The Kennedy Grant Library at Halsway Manor is a nationally important collection of about 10,000 books and recordings of folklore, customs, traditional folk music, dance and song.

The Future Halsway project is funded by the Heritage Lottery Fund and this role will be instrumental in delivering it through working with the Project Management Group to audit the collection and produce an options appraisal with the intention of focusing the library as a unique south west resource and ensuring its ongoing usability and strategic growth. The first year will involve researching options and methodologies for integrating the collection and artifacts into the building and creating interactive exhibitions and projects which open up Halsway's heritage to many more people. There will be at least another year of the project after the initial year, although this is dependent on funding.

Purpose of post: To manage the library element of the Future Halsway Project in consultation with the Project Manager and Project Management Group (PMG).

Main duties:

Phase 1

- 1 Work with the Project Manager and PMG to manage the Future Halsway project as per project brief.
- 2 To carry out consultation and research to produce a realistic but imaginative Activity Plan that meets the objectives of the Future Halsway project and fulfils the criteria of the Heritage Lottery Fund to be delivered in Phase 2.
- 3 Be involved in developing education /outreach programme alongside the Creative Learning Project Manager to include pilot projects in Phase 1.
- 4 Audit the collection and write a Library strategy to include an options appraisal for the future development of the facility in Phase 2.
- 5 Review the collection catalogue and migrate to new integrated system in consultation with Vaughan Williams Library.
- 6 First line preservation of any items at risk and research and implementation of appropriate techniques and strategies
- 7 A market assessment of current and potential audiences.
- 8 Consultation with focus groups, representing potential audiences and the community and other libraries and archives.
- 9 Manage a programme of volunteer training.
- 10 Liaising with all internal departments, particularly education, and networking with diverse external organisations.
- 11 Manage a social media campaign to raise awareness and present resources.

Potential Phase 2 duties (funding dependant)

- 1 Deliver strategy developed in Phase 1.
- 2 Initiate any physical changes as outlined in the development phase 1.
- 3 Assisting and supervising readers in the use of library resources and equipment.
- 4 Responding to personal, written, electronic and telephone enquiries and employing a range of resources to formulate appropriate responses.
- 5 Administration of the loans service.
- 6 Maintaining and developing the library's internal electronic databases and online catalogue
- 7 The accession, cataloguing, classification and processing of a wide range of material including books, audio-visual and ephemeral materials, cataloguing to AACR2 standards using MARC 21 records.
- 8 Indexing relevant items within print, audio visual and other media.
- 9 Assisting with the day-to-day administration of the library.
- 10 Liaising with all internal departments, particularly education, and networking with diverse external organisations.
- 11 General housekeeping duties, including filing, shelving, maintenance of stock and the handling of cash for usage fees, photocopying and merchandise sales.
- 12 Assisting with the development of publishing projects.
- 13 Delivering introductory talks to groups visiting the library.
- 14 Contributing to future planning for library procedures and practices.

Other

- 15 Be an Ambassador for the Society.
- 16 Carry out any other duties that may be reasonably requested.

Person specification

Essential:

- A recognised qualification in librarianship or information science
- At least 2 years' experience working in libraries or a similar environment
- Knowledge of MARC 21, AACR2 cataloguing and indexing procedures
- Good inter-personal, oral and written communication skills, with the ability to draft own correspondence and deal with enquiries by telephone and in person
- Knowledge of preservation techniques and environmental concerns
- A familiarity with general library procedures
- Research skills
- Word processing skills using Microsoft Office packages
- Database and Library Management System skills
- Understanding the importance of accurate cataloguing and indexing
- Experience of developing learning project alongside library resources
- An enthusiasm for the folk arts

Desirable:

- Ability to read musical notation
- Experience of working within a historic building setting
- Familiarity with the operation of audio and audio-visual equipment
- Familiarity with general office procedures and the operation of equipment, e.g. photocopier, telephone, scanner, etc.
- A knowledge of the folk arts, music and the social history of Britain

- Training in manual handling or a willingness to be trained to help carry books and boxes safely

Qualities:

- Flexible and innovative approach to work
- Attention to detail and orderly working methods
- Ability to work with minimal supervision
- Ability to communicate information, instructions, messages, etc.
- Polite, friendly and helpful manner when dealing with colleagues and the public in general
- Willingness and ability to work within a team
- Ability to discuss, agree and meet targets
- Ability to understand client inquiries and empathise with client needs
- A commitment to equal opportunities

Conditions of Employment

Salary: £26,000 pro rata (4 Days per week)

Duration: Initial one year contract, extendable dependent on funding.

Hours of Work: 30 hours per week to be planned in consultation with the Project Manager (to include occasional weekend work for which time off in lieu is allowed).

Holidays: 21 days per annum (pro rata) plus statutory public and bank holidays.

Probation: The post carries a 3 month probationary period.

Pension: Opt in pension scheme

Location: Halsway Manor, Halsway Lane, Crowcombe, Somerset TA4 4BD

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