**ROLE DESCRIPTION**

|  |  |
| --- | --- |
| **Volunteer Role:** | Cathedral Sub-Librarian |
| **Team:** | Cathedral Library |
| **Volunteer Team Leader:**  [if there is one] | N/A |
| **Member of Staff responsible:**  if there is one] | The Canon Precentor (who is also Canon Librarian) |
| **Date of completion:** | April 2024 |

|  |  |
| --- | --- |
| **1** | **Role Purpose** |
|  | The Cathedral Library acquires and preserves historic books and works of interest and makes them available to everyone who wishes to see them. It promotes their use for study and research and seeks to be more integrated into the wider visitor experience of the Cathedral.  The Library, as you see it today, was established following a refurbishment in 1969. Its medieval holdings were almost entirely destroyed by Parliamentarians during the Civil War and thus our collection is largely post-Restoration.  In the coming years, we are ambitious to enable more people to visit the Library on a more regular basis as part of a broader enhancement of visitor experience and improvement of accessibility in the Cathedral. Thus, beyond preservation and the care of researchers, the Sub-Librarian will work closely with the cathedral staff and a committed set of volunteers to achieve this aspiration, as well as support our work in developing a new catalogue and supporting a strong team of volunteers.  The Library is shortly to be equipped with a new lighting system and a new heating system and support will be available for the new Sub-Librarian from the Canon Librarian, the Head of Operations and the Visitor Experience Manager in developing the Library within the objectives of the Cathedral’s wider Vision, including generating income. |
| **2** | **Tasks and activities to be undertaken** |
|  | * Being part of a wider Cathedral project to open up new spaces to visitors and improve interpretation (working closely with the Visitor Experience Manager, the Head of Operations and Canon Treasurer, as well as the Canon Librarian). * Supporting the development of a new catalogue. * Supporting and developing a committed volunteer team in their sorting of books, continued inventory work, book cleaning, minor restoration of books and engagement with visitors. * On occasion, welcoming library visitors and scholars. * Dealing with enquiries and correspondence. |
| **3** | **Contacts** |
|  | The Volunteer and HR Co-ordinator for general volunteering advice;  The Canon Precentor;  The Canon Treasurer;  The Head of Operations and the Visitor Experience Manager;  The Head Verger and team; |
| **4** | **Special Requirements** |
|  | Training and guidance will be given on the following:   * introduction to the Library and its collections * cataloguing * best practice in handling old documents * advice on book preservation   A desire to understand and engage with the Cathedral’s Christian mission and in supporting its role as a living church is essential.  Requirement to undertake mandatory training, including basic safeguarding training. |
| **6** | **Skills** |
|  | The ideal candidate will have:   * experience in institutional library services; * an understanding of and sympathy with the Cathedral’s wider life and ministry; * an enthusiasm, and possibly experience, of making historical treasures more widely known to the public; * evidence of strong collaborative working and good communication skills; * competence with computers and digital technology; * and have experience with using, if not developing, library catalogues.   The Cathedral Library is located above the Treasury on the North side of the Cathedral and accessed by a steep stone spiral staircase. Because of the location of the library, the role is not suitable for someone with specific access requirements. |