

ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Graduate Trainee

(One-year fixed term appointment)

Candidate information pack
December 2023

Letter from the Hiring Manager

Dear Prospective Candidate,

Thank you for your interest in the role of Library Graduate Trainee at St John's College, Cambridge. In this candidate pack we outline the purpose of the role and what we're looking for in a candidate. If you're new to the world of higher education or the University of Cambridge and its Colleges, I hope this document will give you a sense of what it's like to work here.

This post is primarily based in the Working Library covering both frontline services and essential backroom tasks. The Graduate Trainee would also have opportunities to work with projects in Special Collections and Archives. We are looking for someone who is keen to gain a library qualification after the one-year traineeship, who is energetic, has a good work attitude and is able to multi-task. The postholder should enjoy working in an educational environment, and be ready to accept interruptions with good humour, maintaining a high standard of accuracy and ensuring that the important things are done on time. If appointed, you will join a friendly team of nine staff in the Library department with a diverse range of skills. The post is a great opportunity to gain broad experience in libraries before undertaking a library course.

Best wishes,

Janet Chow

Academic Services Librarian



An overview of St John's College, Cambridge

An inspiring place in which to work

St John's College is one of the largest of the University of Cambridge's 31 colleges. Colleges are where students live, eat and socialise, and receive small group teaching sessions. St John's has over 900 students, 160 Fellows (that is, resident academics who teach and research), and about 250 staff.

The buildings and grounds of St John's are a magnificent environment in which to work, but it is the people of St John's who give the place its unique identity. Diversity, independence and intellectual excellence make it a dynamic place in which people can thrive. Read more about St John's on the College's website: www.joh.cam.ac.uk.



The Library

The Library's operations are underpinned by the College's core vision and values: to deliver an outstanding and complete educational experience for undergraduates and graduates, to support research of international importance, and to introduce undergraduates to the nature and excitement of original research. The Library's work covers three distinct areas:

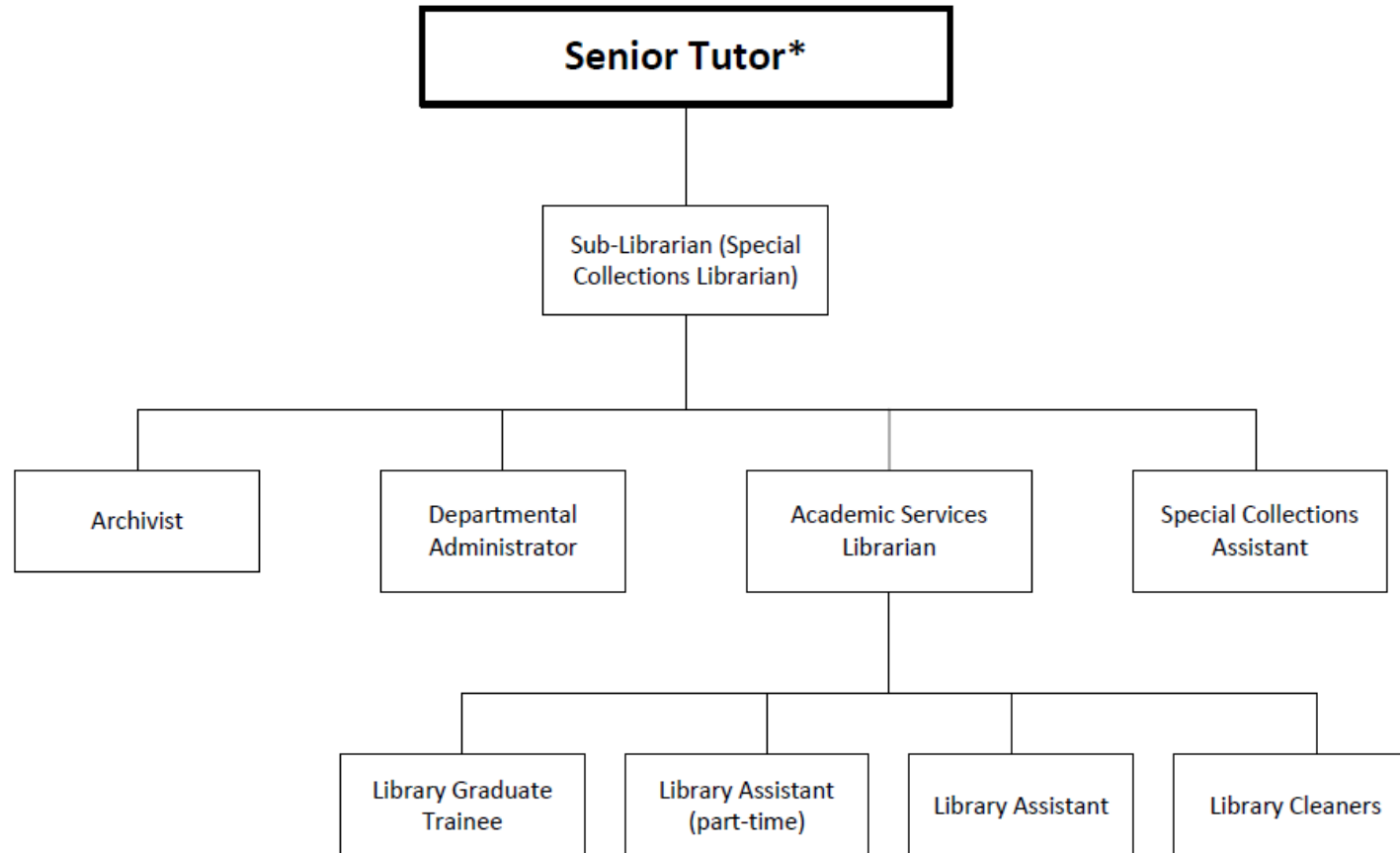
The Working Library is open 24/7 to members of the College. It contains 150 study spaces, a seminar room, audio-visual room, and IT facilities, whilst its collections focus on providing access to the materials needed by undergraduates across all subjects in their first two years of study. (Faculty and departmental libraries, and the main University Library provide the specialist and research materials required in later years.)

The Old Library holds special collections including medieval manuscripts, early printed books, photographs, artworks, and collections of the personal papers of many past members and Fellows of the College.

The Archive Centre keeps the institutional records of the College, its foundress, and the medieval hospital which preceded its foundation.

Whilst the Working Library primarily serves the members of the College, special collections and archives are consulted by scholars from around the world. All three areas of the department's operations have been awarded some form of national accreditation.

Library Department Organisation Chart



*Denotes Head of Department

Job Description

Principal Responsibilities

Cataloguing, classification, and acquisitions

- 1) In order to ensure ready access by readers to books and other items in the Library collections, the Graduate Trainee will be taught cataloguing to the leading current professional standards using the current automated library management system, and will learn how to classify books following the Library of Congress Classification Scheme. The Trainee will also receive an overview of the Library's automated book-ordering system. This knowledge will then be put to use in specific and varied cataloguing tasks through the year.

Reader services, circulation, and outreach

- 2) In order to help the Library provide an efficient service to its readers, the Graduate Trainee is based at the issue desk whilst undertaking Working Library duties. Related tasks will include running the circulation system, shelving, labelling books and answering reader enquiries. The Graduate Trainee assists in informing users of services and resources available through editing and creating webpages, using appropriate social media, and designing displays.

Archives and Special Collections

- 3) In order to enhance access to and appreciation of the Library's special collections and archives by readers and visitors, the Graduate Trainee will assist the Special Collections Librarian and/or the Archivist in the care of the College's rare books, manuscripts, archives and other special collections. This work involves invigilation work, undertaking bibliographic enquiries, which are sometimes complex, looking after visiting scholars, supervised cataloguing and listing, some exhibition design and construction, and learning about the conservation of unique material

Note: some work in the Archives and Special Collections may involve the supervision of volunteers.

This list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Sub-Librarian from time to time. The Graduate Trainee will participate in many aspects of Library work, including implementation of the Old Library's Education Outreach Policy and exhibitions programme.

Person Specification

Set out below are the qualifications, experience, skills and knowledge that are the minimum essential requirements for the role or are desirable additional attributes.

	Essential	Desirable
Qualifications, Knowledge and Experience	<ul style="list-style-type: none"> • A good honours degree. • Must demonstrate an interest in pursuing a career in librarianship or in a related field. 	Experience of library or related work, either paid or voluntary.
Skills, Abilities and Competencies:	<ul style="list-style-type: none"> • Good communicator at every level. • Ability to make swift decisions at the Issue Desk, dealing with readers and their enquiries in a courteous, efficient and informed manner. • Accuracy in written work and in book cataloguing is essential. The Graduate Trainee has to decide on the degree of detail to include in written responses to enquiries, and in bibliographic records. • Ability to absorb a wide range of new ideas and skills in a short time, and must be able to digest information and present this, both in writing and face to face, in a concise, clear form. • Should possess a high standard of information literacy and be comfortable using standard office software and online resources. 	Demonstrable enthusiasm for the principles and practices of education.

The Sub-Librarian will monitor the Trainee's progress throughout the year and ensure that a thorough training in all appropriate areas of Library activity is given. As part of this training, the Graduate Trainee will be introduced to the range of library provision within the University, and will normally be offered opportunities to visit the University Library, other Cambridge libraries, and specialist library and information services further afield as part of an organized programme of events for trainees across Cambridge libraries. The Cambridge trainees collectively maintain their own online presence at <https://www.catalog.group.cam.ac.uk/>. The Sub-Librarian will ensure that advice is provided on the range of training and career opportunities open to Graduate Trainees.

Terms and Conditions

Length of post:	One year fixed term appointment, starting on 1 August 2024
Salary:	The salary for the post will be £25,306.75 p.a.
Hours of work:	36.25 hours per week (Monday to Friday 8.45 am to 5 pm) There may also be a requirement to work on one or two Saturdays a year to cover special events.
Location:	The role is based at St John's College in Cambridge

Contractual benefits include:

- Membership of a pension scheme after a qualifying period (currently provided by NEST).
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym

The appointment will be subject to an initial probationary period of six months during which the appointment may be terminated by one week's notice on either side. Following the successful completion of the probationary period, the period of notice is one month on either side.

Recruitment Process

Please include in your application:

- A completed application form;
- A brief covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you;
- A full c.v.

Applications should be sent:

by email to: recruitment@joh.cam.ac.uk

or by post to: HR Department, St John's College, Cambridge, CB2 1TP

to arrive no later than **9.00 am on Monday 29 January 2024**. Interviews are expected to take place during the week beginning **Monday 5 February 2024**.

In applying for this role, you will provide personal data which the College will process in accordance with its data protection obligations and its Data Protection Policy. Please see attached for a copy of our Data Protection Statement for further information about how we process your personal data.



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