



ST JOHN'S COLLEGE
UNIVERSITY OF CAMBRIDGE

Further Particulars for the post of Early Career Librarian

February 2025



Letter from the Hiring Manager



Dear Prospective Candidate

Thank you for your interest in the role of Early Career Librarian 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 Early Career Librarian will assist the Librarian and Academic Services Librarian in day-to-day running of the Library. We are looking for someone who is keen to qualify and work in a library as a professional, 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 whilst undertaking a library course.

Best wishes,

Janet Chow

Academic Services Librarian

About the College

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 about 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.

Background

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:

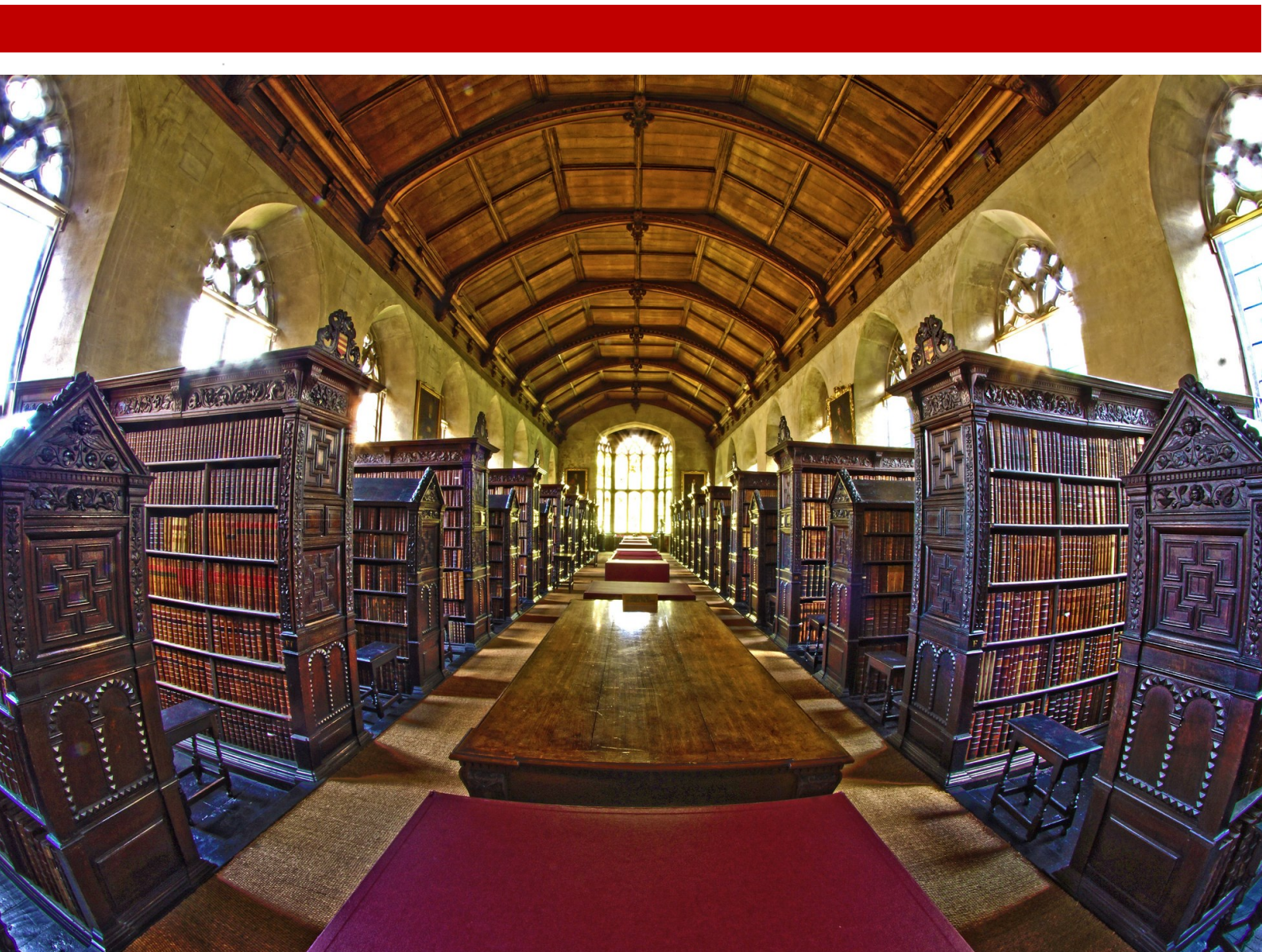
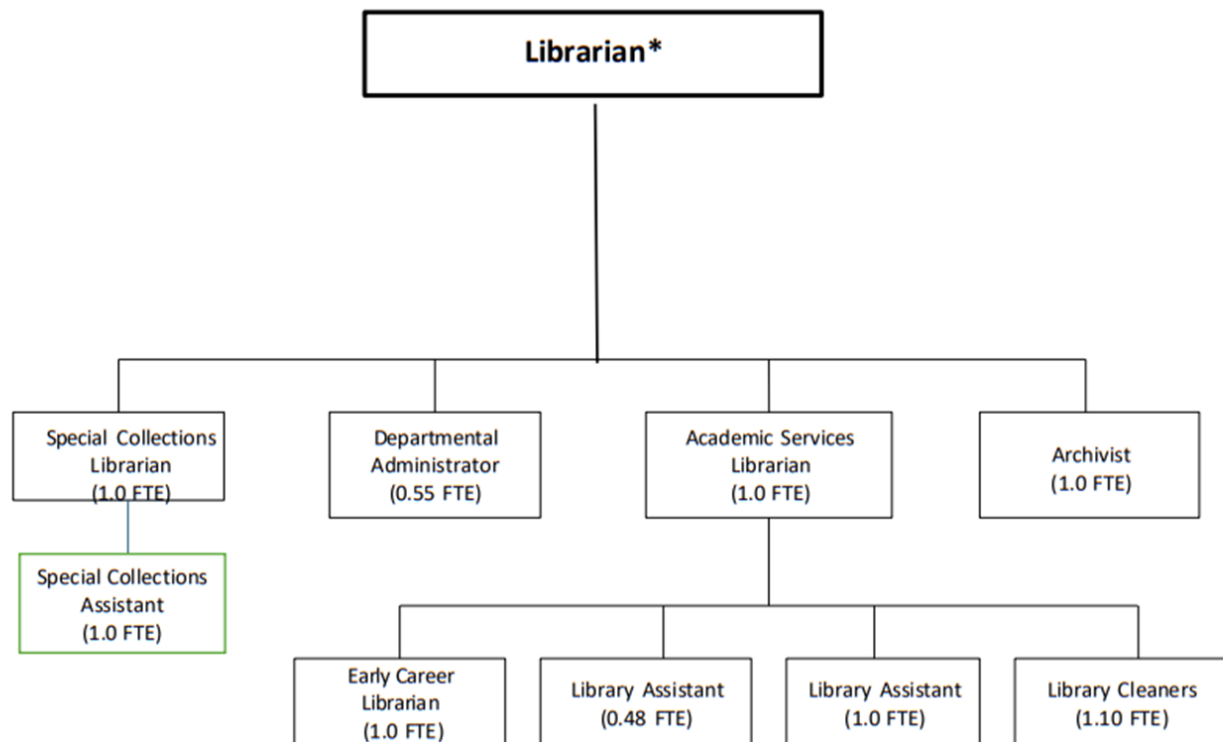
The Working Library is open 24/7 to members of the College. It contains 150 study spaces, a seminar room, audio-visual room, and IT facilities, whilst its collections focus on providing access to the materials needed by undergraduates across all subjects in their first two years of study. (Faculty and 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 and Archives Organisational Chart



Job Purpose

Purpose of role

To contribute to the work of the College Library in a variety of key areas, gaining experience whilst at the same time undertaking a postgraduate qualification in library and information studies (part time or via distance learning). The Early Career Librarian will assist the Librarian and Academic Services Librarian in the day-to-day running of the Library in order to provide an efficient service to members of the College.

Principal Responsibilities

Reader services

- Handle reader enquiries in person and via telephone and email.
- Use Alma library management system to handle book loans and returns.
- Assist readers with accessing electronic resources as well as with using IT equipment in the Library including the photocopier/printer.
- Take part in student inductions.
- Act as the main contributor to the Library's social media accounts, promoting services and collections to the college and beyond.
- Design displays to inform readers of services and resources.

Classification and Cataloguing

- Classify books using Library of Congress Classification scheme. Training will be given.
- Catalogue books to professional standards using the Library Management System (currently ALMA). Training will be given.

Collection management

- Process new materials including labelling and security tagging. Check reading lists.
- De-accession superseded textbooks and other books no longer required.
- Assist with stock-checks.

Special collections and archives

Whilst the majority of the role will focus on the Working Library, from time to time, there may be opportunity for the Early Career Librarian to assist the Special Collections Librarian and the Archivist in the care of the College's rare books, manuscripts, archives and other special collections. This might involve invigilation work, undertaking bibliographic enquiries, looking after visiting scholars, supervised cataloguing and listing, curation of small exhibitions, and learning about the conservation of unique material.

Other duties and responsibilities

The Early Career Librarian will participate in many aspects of Library work. The above list includes the principal accountabilities of the role but is not exhaustive. Other relevant duties may be specified by the Librarian and Academic Services Librarian from time to time.



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. • Experience of working in a library environment. • A place on a MA course in librarianship (or an application pending). <p><i>Note: Job offer will be conditional on the applicant securing a confirmed place to study from autumn 2025.</i></p>	
Skills, Abilities and Competencies	<ul style="list-style-type: none"> • Ability to communicate confidently with students, staff and Fellows of the College. • Ability to use good judgment and make swift decisions at the Issue Desk, dealing with readers and their enquiries in a courteous, efficient and informed manner. • Accuracy in written work. • Ability to undertake routine work diligently, accurately and positively. • Ability to prioritise a diverse workload. • Ability to absorb a wide range of new ideas and skills in a short time. • A good level of IT skills. 	
Personal attributes	<ul style="list-style-type: none"> • A demonstrable desire to pursue a career in librarianship. • Organised, methodical and self-motivated. • Ability to work individually and as part of a team. 	

Terms & Conditions

Post: Early Career Librarian

Length of post: Three year (fixed term contract) from 1 August 2025 to 31 July 2028

Hours of work: 36.25 hours per week

Working pattern: Monday to Friday 8.45am to 5pm

In years 1 and 2, if you choose to complete the course face-to-face , you will be released for 1 day per week during term time; if you choose to complete the course via distance learning, you will be released for half a day a week for study. In year 3, hours would revert to 36.25 hours per week.

Salary: £27,786 per annum

Location: The role is based at St John's College in Cambridge

Contractual benefits include:

- Training: The College will support and fund the Early Career Librarian to complete a library Master's degree over their first two years in post. Please note that we are only able to fund fees to the level of a UK student. You will be obliged to refund all or a portion of the course fees if you leave the course before you have finished or leave the College within 9 months after completing the course.
- Membership of a Defined Contribution Pension Scheme after a qualifying period
- Additional Christmas salary payment
- Annual leave of 36 working days (inclusive of Bank Holidays)

Other benefits may include:

- Free lunch in the College's Buttery Dining Room (subject to a monetary limit)
- Access to a 'cash plan' healthcare scheme currently provided by Simplyhealth which provides some financial assistance towards the cost of everyday health expenses such as sight tests or dental check-ups after a qualifying period
- Free car parking close to the College (subject to availability)
- Free use of an on-site Gym
- Free life cover (up to State Pension Age)

Read more about the benefits of working at [**St John's**](#).

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

The deadline to apply is **9.00 am on Monday, 31 March**. Interviews are expected to be held during the week commencing **Monday, 7 April**.

Please include in your application:

- A fully completed application form
- A covering letter summarising why you believe yourself to be suitable for the role and why the role appeals to you
- A full and up to date 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

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. Further information is available on the College website (<https://www.joh.cam.ac.uk/data-protection>)

Library and Archives

St John's College

Cambridge CB2 1TP

United Kingdom

Registered charity number 1137428



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