

Librarian

Job Purpose

To manage the Lord Coutanche Library and its collection.

Principal Responsibilities

1. Manage the day-to-day operation of the library, organising and cataloguing its collection in accordance with Société policies, procedures and quality expectations.
2. Maintain the library collection in line with best practice conservation methods and enhance through select acquisition of new materials.
3. Liaison with other heritage related organisations and bodies as required.
4. Assist with the development of the Société library and collection strategy through both leading and contributing to relevant initiatives including on line digitisation.
5. Manage the Library Assistant / Education Officer.

Context

The Société Jersiaise was founded in 1873 to research and study the historical landscape, culture and biodiversity of Jersey for the benefit of the people of the Island, a role that it continues to fulfil today. The Société has more than 2,500 members, many of whom are active members of its sections and committees. It plays an important role in heritage matters, liaising both with other island organisations and government bodies.

The Lord Coutanche Library contains the Société's considerable collections of family archives, local newspapers and almanacs, prints, maps and genealogical material, many of which are of crucial importance as primary source material and which are available to the public for research and reference. It is open to members five days per week.

Qualifications, Experience and Skills

- Educated to Degree level
- A qualification in librarianship, archive or similar is required

- A good working knowledge of French
- Several years' experience in library and archive/collection management
- Proficiency with modern information technology systems and applications
- Excellent communication skills
- Effective interpersonal skills

Other Relevant Information

This is a full time post with a minimum expectation of 35 hours per week Monday to Friday

A salary commensurate with qualifications and experience will be offered

Holiday entitlement: initially 20 days per annum rising in increments

The position is non-pensionable

Applications to be submitted in writing to:

**N P Molyneux
President
Société Jersiaise
7 Pier Road
St Helier
JE2 4XW**

No later than 30th June 2013.