

## **POST OF KEEPER – RE-ADVERTISEMENT**

### **Information for applicants**

Dear Applicant

Please find below information for the post which contains the following items:

Background Information

Job Description

Person Specification

Terms and Conditions

We have also provided you with a separate document, which outlines the background to the Library and its Collections.

### **PLEASE READ THE FOLLOWING INFORMATION CAREFULLY**

1. This contains information about Armagh Robinson Library, the post and the person required. Please read these carefully to ensure that the post and conditions are suitable.
2. Please ensure that you complete the application form accurately and return it to Armagh Robinson Library by the date and time indicated below. You are also asked to complete and return a monitoring form, along with your application form.
3. It is your responsibility to ensure that sufficient information is provided to enable the selection panel to assess your suitability for this post. All criteria specified must be met at the closing date indicated below.

***Please show clearly in your application how you meet the essential and desirable criteria.***

***Criteria may be enhanced to aid short-listing.***

4. Applications, CVs and attached sheets:

- Applications must be printed out, signed and posted to the Library.
- Attached CVs will **not** be considered.
- Attached sheets will only be considered where they are continuation sheets of a section of the application form where insufficient room was available to include all the necessary details.

5. Under Section 8 of the Asylum and Immigration Act 1996, all successful applicants must provide documentary evidence of their identity for verification and photocopying.

6. Applicants shortlisted should ensure they can make themselves available for interview on **Wednesday 14<sup>th</sup> March 2018**, in Armagh.

7. As part of the interview assessment you will be given 30 minutes to prepare a 10 minute presentation.

8. Please return by post to arrive before 12noon on **Monday 26<sup>th</sup> February 2018**, your completed application form and monitoring form to:

**The Very Revd Gregory Dunstan  
Dean of Armagh  
Library House  
43 Abbey Street  
ARMAGH  
BT61 7DY**

**Tel: 028 3752 3142**

**Late applications will not be accepted.**

**Background**

Armagh Robinson Library, the oldest Library in Northern Ireland, was founded in 1771 by Richard Robinson, Archbishop of Armagh and Primate of All Ireland. In 1773, it was incorporated by an Act of Parliament '*for Settling and Preserving a Public Library in the City of Armagh for Ever*'.

This purpose has been translated into modern terminology to represent the Library's mission in the twenty first century as '*To safeguard and share the treasures of the past for the enjoyment, enrichment and enlightenment of the city and the world forever*'.

The Library is an accredited museum whose role is to care for, display and make accessible to the public the Collections in its care. It has an associated museum at No 5 Vicars' Hill, restored with grant aid from the Heritage Lottery Fund (HLF) and Tourism Northern

Ireland in 2010 – 2011. Both the Library and No. 5 are graded four-star visitor attractions within Tourism Northern Ireland’s Quality Assurance Scheme. The Library is registered with the Charity Commission for Northern Ireland (registration number NIC 101110).

Housed in its original Georgian Grade A listed building, the Library’s collections currently consist of manuscripts, printed works, prints, sulphur gems, medals, coins and antiquities. (See additional information).

The Library has completed a Transition Project funded by the HLF, and its Governance has been improved. The Library has adopted a new name (it was formerly called Armagh Public Library), and new branding. Conservation and Management Plans are available for the building and the collections, together with an Audience Research, Access and Development Plan, Communications Strategy and Plan, plus a Strategic Plan and Business Plan. The Library needs to carryout major renovations, and build its endowment fund.

In April 2017, the Library was awarded two further grant by the HLF: a Resilience Grant, and Endowment Grant. The Resilience Grant is for an extension to the Transition Project and is to complete the rebranding, policy development and to employ a professionally qualified Keeper. This is a two year grant. The Endowment Grant is to help the Library build up its endowment, matching every pound donated by private individuals, trusts and foundations up to £1m. The Library will also receive 50% of the cost of raising this sum, but has targets to meet and has to raise the £1m within four years. If this is achieved the Library would have sufficient income from the endowment to make the post of Keeper permanent.

The Library staff team welcome a wide range of visitors and users, including scholars and researchers, primary and post -primary schools, specialist interest groups such as literary and historical societies, genealogical societies and community groups, as well as tourists and visitors. The staff team works closely with Tourism NI, Tourism Ireland, and Armagh City Banbridge and Craigavon Borough Council, as well as the Northern Ireland Museums Council, and other museums in the area.

The Keeper is the title given to the manager of the Library in the 1773 Act of Parliament. Since 1924 the post has been combined with the position of Dean of Armagh. In 2016 the Governors and Guardians agreed to separate the positions to provide the opportunity for professionally qualified Keeper to lead the Library’s work in the future. The Governors and Guardians have appointed a Management Advisory Committee to assist them, composed of professionals with relevant experience in the library and museums, academic, historic buildings, community and tourism sectors. The Keeper will act as Secretary to the Advisory Committee.

This is a unique opportunity for someone with the background, commitment and enthusiasm to lead in raising the profile and professional status of an important eighteenth century library,

and in leading its renovation and development. This person will work closely with the Dean, who will Chair the Management Advisory Committee, to develop an early understanding of the Library, its collections and needs, and the role of key stakeholders.

The Library is currently staffed by four part-time paid staff, supported by 8 volunteers. Under its Act of Parliament, the ‘corporate body’ responsible for its management are its ‘Governors and Guardians’, who are advised by the Management Advisory Committee.

The Governors and Guardians recently agreed the new mission and values for the Library which the Keeper will be required to support and develop.

## **Job Description**

Job Title: Keeper of Armagh Robinson Library

Term Two Year Fixed Term Contract, permanent subject to funding.

Reporting to: Dean of Armagh

Salary: £39,117-£43,821

Hours of Work: 37½ hours per week

### **Main Purpose of the Post:**

The Keeper has responsibility for the management of the Library in accordance with the ‘rules and orders’ of the Governors and Guardians, and is directly accountable to them.

### **Strategic Priorities**

In addition to the leadership of the organization, the delivery of its mission and the management of its resources, the following specific tasks are regarded as essential to the development of the Library at this stage of its life.

- Initiate a re-cataloguing project of the printed books and archives in the collection to full contemporary bibliographic standards;
- oversee the review of the Library’s policies for Museum Accreditation (due in 2018) and the development of a comprehensive suite of policies for the book, manuscript and print collections;
- lead the Library’s fund-raising campaign, with the support of a fund-raising committee and part-time fund-raising manager, to take advantage of an Endowment Grant of up to £1 million from the Heritage Lottery Fund over four years;,

- prepare an application for a major development project to the Heritage Lottery Fund.

### **Primary Responsibilities:**

- Visionary and effective leadership and strategic direction of the Library in all areas of its life;
- Servicing of the Library's Governors and Guardians and Management Advisory Committee;
- Financial management, including fund-raising;
- Management and development of the staff team;
- Management of the historic building and the collections housed within it;
- Audience development;
- Scoping, development and management of funded projects.

### **Principal Tasks:**

#### **Management and Staffing**

*Lead, manage, and motivate the Armagh Robinson Library staff team to ensure that it delivers the Library's strategic vision and complies with all necessary financial and operational standards and all relevant legislation.*

1. Ensure that the Library's Governors and Guardians are provided with all information necessary for effective oversight and decisions required.
2. Ensure that the Library's Management Advisory Committee is provided with all information necessary to advise and support to the Governors and Guardians.
3. Ensure that the Library complies with the regulations of the Charity Commission NI, data protection, copyright, employment, health and safety, and all other relevant legislation.
4. Prepare, manage and monitor the budgets of the Library, identifying opportunities for savings and for increasing income both for current activities and for endowment and development projects.
5. Draft the Library's annual report, and ensure the timely preparation of the annual Financial Statement for the approval of the Governors and Guardians. Oversee the completion of the annual return to the Charity Commission.
6. Work with and develop the ARL team to achieve the objectives agreed by the Governors and Guardians, in accordance with good practice, to meet the evolving needs of the Library, and to deliver excellent service to all visitors and researchers, local and at a distance.
7. Manage the HLF-funded Resilience and Endowment projects, including the appointment and management of the necessary consultants.

8. Lead the preparation and delivery of funded projects for the renovation, conservation and development of the Library and its collections, as provided for in its Strategic Plan, including the contributions of consultants.

## **Management of the Historic Building and its Collections**

*Ensure the building and collections are managed, preserved and conserved, and the collections accessed, in line with international standards and current best practice.*

1. Ensure that the Library is competently managed, with regular review of all policies and procedures, security and risks;
2. With particular reference to the book, manuscript and print collections, prepare and implement a Collections Development Policy, covering acquisitions, donations, documentation, preservation and disposal;
3. Evaluate and upgrade as necessary the Library's collection management and resource recovery systems to current professional standards;
4. Establish priorities for the conservation of the collections, in accordance both with the needs of the Library and the condition of the items;
5. Oversee the optimum attainable environmental conditions for the preservation of the collections, both within the building in its existing condition and in any future development;
6. Ensure that, subject to funding, the Library buildings are maintained and renovated in line with the Conservation Management Plan for both building and collections, with the engagement of specialists as required;
7. Oversee enhanced access to and information about the collections, both on site and digitally.

## **Audience Development**

*Promote and interpret the collections imaginatively to a wide range of audiences, increasing visitor numbers by developing services and activities to maximise awareness, interest and engagement.*

1. Lead and oversee all activities to raise the public profile of the Library;
2. Deliver and develop the Library's audience development and communication strategies to raise its public profile, increase visitor numbers and widen its audiences;
3. Engage with all stakeholders and audiences to develop strategic partnerships and mutually supportive networks for the Library's development and future;
4. Engage with research communities in universities and research institutions locally, nationally and internationally to promote research and learning based on the collections;
5. With local co-ordinators, take steps to implement Memoranda of Understanding with Ulster University, Queen's University Belfast and Trinity College Dublin, based on the collections;

6. Ensure excellent service and provision for researchers and public access to the Library;
7. Ensure that the Library has relevant and imaginative educational programmes for schools and other groups to promote learning and engagement with the collections;
8. Ensure that the Library is actively promoted through audio, print and digital media, and promote the Library brand on all external and internal communications;
9. Develop both a personal and a corporate understanding of the subject areas of the collections and ensure that they are imaginatively interpreted through hosted visits, exhibitions, outside talks and publications.

Carry out any other reasonable tasks which fall within the remit of this post.

These duties and responsibilities are neither definitive nor restrictive and will be modified to meet changing circumstances. The nature of the post will change as the Armagh Robinson Library develops. This will require a considerable degree of commitment, flexibility and adaptability of the successful candidate to meet the evolving needs of the post.

#### **Person Specification – Post of Keeper**

Areas to be assessed	Essential	Desirable
Qualifications	<p>Applicants must have at the closing date:</p> <p>1.1 A degree in a subject relevant to the Library's history or the general content of its collections.</p>	<p>Applicants must have at the closing date:</p> <p>1.2 A professional library qualification or be in the process of acquiring one.</p> <p>1.3 A higher degree, MA or equivalent, or above.</p> <p>1.4 Membership of a professional body of librarians</p>
Experience / knowledge	<p>Applicants must have at the closing date:</p> <p><i>Management and Staffing</i></p> <p>2.1 Experience of managing staff or a professional team, of controlling budgets, and of operating robust financial procedures</p>	<p>Applicants must have at the closing date:</p> <p>2.5 Experience in a professional library or archives post, with experience of library or related management and resource discovery systems.</p> <p>2.6 Knowledge and understanding of relevant policies and trends in the management of special collections.</p>

	<p><i>Collections</i></p> <p>2.2 Experience of university or college libraries at special collections level, as librarian, manager, academic or professional user.</p> <p>2.3 An understanding of the Library's collections and their curatorial needs.</p> <p><i>Audience Development</i></p> <p>2.4 Experience of public engagement, bringing the discoveries of professional or academic discipline to a wider audience.</p>	<p>2.7 Experience of preparing fund-raising applications and of managing the delivery of projects.</p> <p>2.8 Experience of developing exhibitions.</p>
Skills / Qualities	<p>Applicants must have at the closing date:</p> <p><i>Management and Staffing</i></p> <p>3.1 Demonstrable leadership and personnel management skills.</p> <p><i>Audience Development</i></p> <p>3.2 Demonstrable understanding of the cultural history covered by the Library's collections, which range from the 15<sup>th</sup> to the 19<sup>th</sup> centuries.</p> <p>3.3 Demonstrable ability to bring the resources of the collections to life for a variety of audiences.</p> <p>3.4 Excellent inter-personal and communication skills both orally and in writing, to a variety of audiences.</p>	<p>Applicants must have at the closing date:</p> <p>3.5 Demonstrable IT skills, with a clear understanding of the digital environment, to optimize engagement with a variety of platforms, and their use to connect with diverse audiences.</p> <p>3.6 Demonstrable commitment to continuing professional development.</p>

Criteria may be enhanced to aid shortlisting.

## **TERMS AND CONDITIONS**

### **Salary**

£39,117 – £43,821 (Related to JNC Principal Officer Scale Grade 5/6) depending on experience (based on 37½ hours per week)

**Two year fixed term contract. It is intended that, if funding can be secured, the appointment will be made permanent.**

**For a successful applicant, a two-year secondment from current employment will be considered, if requested.**

**Line Manager:** Dean of Armagh

**Probation Period:** Six Months

### **Working hours**

Full time: The position holder should be flexible in their approach to hours worked as these will be dictated by operational needs and are not expected to be less than 37½ (excluding breaks) per week.

### **Annual holiday**

The annual entitlement for full time positions is 25 days plus 11 Public Holidays.

**Training needs will be assessed continuously and appropriate on the job training will be provided.**

### **Pension scheme**

The Library operates an occupational pension scheme in compliance with Auto enrolment.

### **Parking**

There is parking at the Cathedral, or on the street.

### **Workwear**

Dust coats and cotton gloves will be provided as required.