

**Application information for applicants for the post of Keeper.**

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 job vacancy and the person required. You should read these carefully to ensure that the job and conditions are suitable.
2. You must complete the application form accurately and return to OMD Consulting 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 held 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 SHORTLISTING.**

4. Applications, CVs and attached sheets:
  - Applications must be printed out, signed and posted to OMD Consulting.
  - 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. This post is subject to the provisions of the Safeguarding vulnerable Groups (NI) Order 2007. The successful applicant will require an enhanced disclosure check.
- 7. Applicants shortlisted should ensure they can make themselves available for interview on **Monday 26<sup>th</sup> June 2017**, in Armagh.
- 8. As part of the interview assessment you will be given 30 minutes to prepare a 10 minute presentation.
- 9. Please return by post before 12noon on **Friday 9<sup>th</sup> June 2017**, your completed application form and monitoring form to:

**Orlagh Darling**  
**Human Resource Consultant**  
**OMD Consulting**  
**11 Belvedere Park**  
**Belfast**  
**BT9 5GS**

**Telephone: 077 9041 1820**

**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 in 'An Act for Settling and Preserving a Public Library in the City of Armagh for Ever'.

This mission 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 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 Strategy, Communications Strategy and Plan, plus a Strategic Plan and Business Plan. The Library needs to carry out major renovations, and build its endowment fund.

In April 2017, the Library successfully applied to HLF for two grants; 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 professional 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 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 work 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. From 1924 the post was 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 developed a Management Advisory Committee made up of professionals with relevant experience and skills who can advise them. The Keeper will act as Secretary to the Advisory Committee.

This is a unique opportunity for an individual to take a role in raising the profile and professional status of an important eighteenth century library, and lead its renovation and development. The individual will work closely with the Dean, who will Chair the Management Advisory Committee, to ensure that they quickly understand 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 7 volunteers. The 'corporate body' responsible for the management of the Library is designated the '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 Job:**

The Keeper has responsibility for the day to day running of the Library in accordance with the rules, orders and directions of the Governors and Guardians, with direct accountability to the Governors and Guardians.

### **Duties and Responsibilities:**

1. Responsible for the strong, effective and visionary leadership and strategic direction of the Library.
2. Ensure that there is good information flow to the Governors and Guardians and that Library complies with appropriate laws, regulations and professional standards.
3. Prepare, manage, and monitor budgets identifying opportunities to make savings, and/or increase income.
4. Draft the annual report, and ensure the Accountant prepares the annual accounts in a timely manner, for approval by the Governors and Guardians. Complete the annual return to the Charities Commission including the approved annual report, accounts and auditor's report.
5. Manage and develop staff, and the Library and No. 5 Vicars' Hill to provide excellent experiences and services to visitors and researchers.

6. Identify, develop and manage capital projects.
7. Manage the HLF Resilience project and Endowment projects, and appointed consultants.
8. Implement and manage the endowment fundraising strategy and seek opportunities to increase donations and income for the Library for both endowment and capital projects.
9. Ensure security, policies, documentation, preservation, conservation of, and access to Collections are in line with international standards.
10. Ensure that the building/s are maintained and renovated in line with Conservation Management Plan for the building and collections, with the support of specialists as required.
11. Attract and engage with researchers, universities, experts etc. to ensure that the Collections is used, researched and knowledge is disseminated.
12. Interpret and communicate information about the Collections using a wide range of methods.
13. Deliver and develop the audience development and communication strategies to raise the Library's profile, increase visitor numbers, and widen the Library's audiences.
14. Ensure the Library is outward looking, identify partnership opportunities that can widen access, services, and connect with people and communities.
15. Carry out any other reasonable tasks which fall within the remit of this post.

## **Principal Tasks:**

### **Management and Staffing**

*Lead, manage, motivate and ensure the professional development of staff; ensure that the Library delivers its strategic vision and complies with financial and operational standards and relevant regulations.*

1. Ensure professionalism and confidentiality is maintained at all times.
2. Provide leadership and strategic direction to develop the Library in all areas.
3. Ensure the Library complies with Charity Commission NI regulations, Data Protection Act 1988, Copyright and any other relevant legislation.
4. Develop, manage and monitor the budgets of the Library, seeking savings and ways of increasing income.
5. Manage the staff in compliance with good practice and employment law legislation, and ensure the Library develops a wider pool of volunteers to assist with a range of duties.
6. Lead and manage staff and performance by involvement in planning, setting clear and stretching objectives, developing and coaching staff to build a high performing and professional team, promote diversity and inclusion.
7. Lead the fundraising of the Library (supported by appropriate consultants).

8. Lead the successful delivery of funded projects for the renovations and development of the Library.
9. Liaise closely with consultants over their respective inputs to the development of renovation plans.

### **Collections and Policies**

*Ensure the Collections are managed, preserved, conserved and accessed in line with relevant standards and current best practice.*

1. Ensure the Library is managed appropriately with a regular review of all policies, procedures, risks, health and safety, maintenance and the security of the Collections etc.
2. Develop and maintain a Collections development policy for the Library.
3. Develop and maintain a Collections management policy and resource recovery systems for the Library to the appropriate professional standards.
4. Prioritise the conservation requirements of the Collections and ensure the renovation plans will provide the environment to preserve them to the appropriate standards.
5. Develop access to information about the Collections both on site and virtually.

### **Audience Development**

*Promote and interpret the Collections imaginatively to a wide range of audiences, increasing visitor numbers by developing services and activities to maximise engagement, relevance and connections.*

1. Raise the profile of the Library with all stakeholder groups and seek strategic partnerships.
2. Actively engage with research communities in universities and research institutions locally, nationally and internationally to promote research and learning activities based on the Collections.
3. Actively develop the Memoranda of Understanding with the Ulster University, Queen's University, Belfast and Trinity College Dublin, based on the Collections.
4. Ensure excellent service and provision for researchers and public access to the Library.
5. Ensure the Library has relevant and imaginative educational programmes for schools and other groups to promote learning activities based on the Collections.
6. Ensure the Library is actively promoted through traditional and new communication methods and maintain brand consistency on all external and internal communications.
7. Develop and maintain knowledge of the subject areas behind the Collections and ensure the Collections 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 needs. The nature of the job will change as the needs of Armagh Robinson

Library develop. This will require a considerable degree of commitment, flexibility and adaptability of the successful candidate to meet quality standards required.

### Person Specification – Post of Keeper

Areas to be assessed	Essential	Desirable
Qualifications	<p>Applicants must at the closing date:</p> <p>1.1 Possess a degree</p> <p>1.2 Possess a professional library qualification</p>	<p>Applicants must at the closing date:</p> <p>1.3 Have a higher degree in a relevant subject, MA or equivalent</p> <p>1.4 Membership of a professional body for librarians</p>
Experience/ Knowledge	<p>Applicants must have at the closing date:</p> <p><i>Management and Staffing</i></p> <p>2.1 Experience managing staff, controlling budgets and an understanding of financial procedures.</p> <p><i>Collection and Policies</i></p> <p>2.2 3 years' or more experience in a professional library or archives post with experience of library or related management and resource discovery systems and familiarity with AACR2, RDA and MARC21.</p> <p>2.3 Knowledge of and understanding of relevant policies and trends (e.g. care of collections, digital environment, publication, copyright legislation and trends in cultural heritage engagement).</p> <p><i>Audience Development</i></p> <p>2.4 Experience of networking with, and developing collaborative projects with other organisations.</p>	<p>Applicants must have at the closing date:</p> <p>2.5 Experience of working with special collections (within the last 3 years) and of cataloguing rare books to DCRM(B) standards or significant postgraduate experience in bibliography.</p> <p>2.6 Experience of preparing fundraising applications and of managing the delivery of the project.</p> <p>2.7 Experience of developing exhibitions.</p>

Skills/qualities	<p><i>Management and Staffing</i></p> <p>3.1 Demonstrate strong leadership and change-management skills, including the ability to motivate and develop teams.</p> <p><i>Audience Development</i></p> <p>3.2 Demonstrate a good understanding of the cultural history covered by the Library's collections spanning the 15<sup>th</sup> to 19<sup>th</sup> centuries, and the ability to bring it to life for a variety of audiences.</p> <p>3.3 Demonstrate excellent interpersonal skills and communication skills both orally and in writing to a variety of audiences.</p>	<p>3.4 Demonstrate excellent IT skills, including social media skills, and their use to connect to audiences.</p> <p>3.5 Demonstrate commitment to Continuing Professional Development.</p>
Special requirements	<p>4.1 Proof of the right to work in the UK (documented evidence will be required).</p> <p>4.2 Ability and willingness to work flexibly, weekends and extended hours when necessary</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, Permanent subject to funding.**

**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.