

## **Training and Development Librarian**

### **The Honourable Society of the Middle Temple - City of London**

#### **Permanent - Salary £24-28k plus excellent benefits**

The historic Middle Temple is one of the four Inns of Court which have the exclusive right to call men and women, who have completed the necessary academic qualifications, to the Bar of England and Wales. This entitles them, after a period of pupillage (vocational training) to practise as Barristers. As well as calling men and women to the bar, Middle Temple is a members' organisation for barristers and provides them with various services and amenities. One of these is Middle Temple's library which provides access to 250,000 books, journals and law reports as well as a variety of online legal databases to members of the Inns.

We are now looking to recruit a Training and Development Librarian to produce and deliver outreach services and legal research training to members of the Inn. The role will involve engaging with members through social media, the website, newsletters and other communication methods in order to deliver a first class professional service. The role also involves working at the Enquiry Desk, providing a legal reference service to members of the four Inns of Court.

It is essential that you have a relevant degree or equivalent experience. You will have excellent research skills and an ability to produce clear and informative reports and presentations. You will be comfortable communicating with people at all levels (including very senior barristers, judges and other distinguished individuals from various backgrounds).

The successful candidate will enjoy excellent benefits including a generous pension scheme, private medical and life cover as well as a generous leave allowance.

To apply, please send a letter with your CV explaining how you qualify for the role, what you would bring to it, and why it is a natural next career step for you, to Lisa O'Daly at: [recruitment@middletemple.org.uk](mailto:recruitment@middletemple.org.uk).

The closing date for receipt of applications is 20 July 2015.

The Honourable Society of the Middle Temple is an Equal Opportunities Employer.



## **JOB DESCRIPTION**

<b>Job Title:</b>	Training and Development Librarian
<b>Department:</b>	Library
<b>Reporting to:</b>	Deputy Librarian
<b>Location:</b>	The Honourable Society of the Middle Temple
<b>Salary:</b>	£24,000-£28,000 per annum
<b>Key Objectives:</b>	Promote current awareness for the Bar and of the library services in addition to engaging with members through social media and outreach services. To deliver legal research training to members of the Bar.
<b>Hours of work:</b>	Full time – 40 hours per week, within the current opening hours:  <u>Legal Term</u> Monday – Thursday 9.00am – 8.00pm Friday – 9.00 – 7.00pm Every 4 <sup>th</sup> Saturday – 10.00am – 5.00pm  <u>Legal Vacation</u> Monday – Friday 9.00am – 5.30pm

## **Background**

Middle Temple is one of the four Inns of Court, responsible for the training and qualification of barristers. It also manages a large commercial estate within the City of London from which barristers practice. Other facilities of the Inn include an Elizabethan dining hall, meeting rooms, a renowned legal library, a large garden and the historic Temple Church. The Inn has approximately 7,000 practising members (mainly barristers and judges) and about 500 students of various nationalities studying for the Bar.

The Under Treasurer is the Inn's Chief Executive Officer, with overall responsibility for the management and delivery of all the Inn's activities, who is supported by a full-time staff of 90 including a senior management team responsible for the following areas: Education, Estates, Events, Finance, Library and Archive and IT.

## **About the Library**

The Library was founded in 1641 and provides a modern legal reference service to members of the Bar. It comprises a full range of print and electronic resources, providing legal information services remotely and in-person. The library provides its members with access to British, European and American legal reference material and works in close collaboration with the other three Inn libraries. Library staff work on a rota system to cover the Enquiry Desk reference service, which accounts for approximately half of their working week.



## **Main Duties**

### **Training and Education**

- Work with a small team to develop and deliver legal research training sessions to members of the Bar: students, pupils and barristers
- Develop training sessions and events which qualify for CPD
- Actively promote training and CPD events to members of the Bar in collaboration with relevant internal and external contacts and departments
- Develop training programmes that can be delivered to barristers off-site, including webinars and online training sessions
- Provide and promote tours for members and collaborate with the Education Department to provide induction sessions for new students

### **Current Awareness and Outreach**

- Produce the library's newsletter in electronic and print format
- Maintain the library's web pages on the Inn's website
- Assist with the planning of surveys and polls to aid service development
- Collect and collate library usage data for statistical analysis
- Develop and promote library services to the members through effective communications (print and electronic)
- Promote current awareness for members of the Bar through CPD events, social media, website and other means of communication
- Promote the library's Document Delivery service to members and develop resources of use to members based outside of London

### **Enquiry Desk Duties**

- Assist members with their legal research enquiries (in-person and by phone or email)
- Comply with copyright and data protection regulations while providing a legal reference service
- Update and maintain information/enquiries database for use by staff
- Provide member feedback about the library's services to the Keeper of the Library and colleagues
- On a rota basis, carry out Document Delivery requests

### **Additional Duties**

- Shelving and keeping the library neat and orderly
- Assisting with stock moves when required (some heavy lifting)
- Undertake such other duties as appropriate to the grade and character of the work as may be reasonably required



## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications &amp; Experience</b>	<p>Library and information degree (MA level) or equivalent skill and experience</p> <p>Minimum of two years' experience working in a legal library/information centre</p> <p>Proven experience and/or formal qualifications in developing and delivering research training sessions</p> <p>Sound knowledge of legal information resources</p> <p>Skilled social media strategist for a professional audience</p>	<p>Knowledge of the Bar and its functions</p> <p>Up-to-date familiarity with copyright and data protection regulations</p> <p>Marketing/promotion experience</p> <p>Knowledge of 'contingent valuation' methods</p>
<b>Skills</b>	<p>Good range of librarianship skills</p> <p>High level of research abilities</p> <p>Excellent administrative skills and high level of organisation</p> <p>IT literate with knowledge of Word, Outlook, Excel and Powerpoint as well as experience using Content Management Systems</p> <p>Excellent communication skills: able to communicate effectively and professionally in a high profile environment</p> <p>Ability to produce clear and informative guides, reports and presentations to set deadlines</p> <p>Able to confidently deliver presentations</p> <p>Ability to manage conflicting and competing demands effectively</p> <p>Creatively use initiative and drive to solve problems and achieve the department's goals</p> <p>Clear, concise and professional writing style</p>	<p>Manual Handling trained</p> <p>Experienced with Microsoft Publisher</p> <p>Knowledge and/or experience of 'flip-the-classroom' type training</p> <p>Knowledge and familiarity of social networking tools and procedures</p> <p>Experience in the development of web-based training sessions</p>
<b>Personal Qualities</b>	<p>Excellent customer service skills</p> <p>Calm under pressure- patient and measured</p> <p>Collaborative, cooperative and able to make and sustain positive relationships with colleagues</p> <p>Adaptable, flexible and reliable</p> <p>To be polite and courteous at all times, even when faced with confrontational or stressful situations</p>	<p>Engaging and creative</p>