

Training and Development Librarian
The Honourable Society of the Middle Temple - City of London
Permanent
Salary £23-25k 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 legal research training to members of the Inn. The role will involve engaging with members through social media, the website and outreach services, in order to deliver a first class professional service.

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.

The closing date for receipt of applications is **Sunday, 1 June 2014.**

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



JOB DESCRIPTION

Job Title:	Training and Development Librarian
Department:	Library
Reporting to:	The Keeper of the Library
Location:	The Honourable Society of the Middle Temple
Job Purpose:	Deliver legal research training to members of the Inn. To engage with members through social media, the website and outreach services, and to deliver a first class professional enquiry service.
Hours of work:	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 th 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: Finance, Education, Estates, Events, Library and Archive and IT.

Organisational Relationships

Working closely with the Keeper of the Library, collaborating with staff members across the Inn and with external organisations

Main Duties

Training and Education

- Working with a small team to produce and deliver training sessions.
- Designing training sessions and booking accommodation through the Events and Education Departments.
- Actively promoting training sessions around the Inn and through the Education Department.
- Developing online training.
- Developing training programmes for barristers' chambers.
- Developing training programmes in other fields such as searching databases and using specific publications.
- Giving new members introductions and tours of the library.
- Arranging tours of the library for the new student intake at the start of the academic year.

Communication and Outreach

- Management of the library's social network accounts such as Facebook, Twitter etc.
- Production of the library's regular newsletter in both electronic and print format.
- Maintenance of the library's web pages on the Inn's website.
- Attending and reporting back on chambers' library meetings.
- Assisting with the planning of surveys and polls to aid service development.
- Assisting with the collection of data on library usage and compiling it into statistical tables.
- Development of library communications for the membership.

Enquiry Desk Duties

- Helping members with their enquiries.
- Distance service enquiries.
- Carrying out loose-leafing and other library routines.
- Shelving and keeping the library tidy and in order.
- Undertaking such other duties as appropriate to the grade and character of the work as may be reasonably required.

Person Specification

Skills & Experience	Essential	Desirable
Qualifications & Experience	Library and information degree or equivalent skill and experience.	Experience of working with legal materials. Knowledge of the Inns and its functions.
Skills	<p>Good range of librarianship skills.</p> <p>High level of research abilities.</p> <p>Excellent administrative skills.</p> <p>IT literate with sound knowledge of Word, Outlook, Excel and Powerpoint.</p> <p>Knowledge and familiarity of social networking websites.</p> <p>Knowledge of copyright and data protection legislation.</p> <p>Excellent communication skills, both oral and written.</p> <p>Ability to produce clear and informative reports and presentations.</p> <p>Able to confidently deliver both oral and visual presentations.</p> <p>Ability to manage conflicting and competing demands effectively.</p> <p>Ability to use initiative to solve problems and find solutions.</p> <p>Ability to communicate effectively and appropriately with people at all levels (including very senior barristers, judges, distinguished individuals from various backgrounds), and to remain at ease in a high profile environment.</p>	<p>Knowledge of Health and Safety procedures.</p> <p>Manual Handling trained.</p>
Personal Qualities	<p>Highly customer-service oriented.</p> <p>Calm under pressure, patient and measured.</p> <p>Collaborative, cooperative and able to make and sustain positive relationships with colleagues.</p> <p>Able to win and maintain the trust and respect of others.</p> <p>Discrete and tactful.</p>	