

JOB DESCRIPTION: Librarian

Lanier Theological Library, Yarnton Manor

Start Date: Ideally September 2025, though a later starting date will be also considered

Reports to: Head Librarian

Vision Alignment:

The Librarian will share and uphold Yarnton Manor's theological vision, centred on biblical scholarship, global engagement, and the historic Christian faith as reflected in The Lausanne Covenant. He/she will contribute to the mission of establishing the library as a world-class centre for theological research and formation. Also, the Librarian actively participate in the theological and missional life of Yarnton Manor, including possible attendance at seminars, shared prayer, or collaborative projects as appropriate.

1. Library Operations and Collection Oversight

- Support the Head Librarian in shaping and executing collection development policy aligned with academic and research priorities.
- Coordinate day-to-day management of acquisitions, cataloguing workflows, and serials processing.
- Participate in book selection (especially new and specialist titles), vendor communications, and budget tracking under Head Librarian guidance.
- Supervise stock maintenance, environmental conditions, shelving accuracy, and preservation projects.
- Be responsible to developing subject guides or curated bibliographies on key topics to support visiting scholars and other library users.

2. Technical Services Leadership

- Oversee cataloguing procedures and metadata standards in coordination with cataloguers and volunteers.
- Maintain accuracy and quality assurance for bibliographic records (RDA, MARC21, DDC or in-house classification scheme).
- Lead on system integration for the online public access catalogue (OPAC), metadata export for cooperative schemes, and digital access projects.

- Train and support library staff, temporary cataloguers and volunteers to ensure standards compliance and quality control.

3. Reader and Researcher Support

- Oversee the library's day to day service and operation, ensuring that the helpdesk is consistently staffed during opening hours, providing support to the library users and troubleshooting any issues that may arise.
- Provide regular reference assistance and bibliographic instruction for visiting researchers, students, and clergy.
- Deliver library orientation, induction training, and documentation (e.g., reader guides, research help pages).
- Liaise with external libraries to secure inter-library loans, scan-on-demand requests, and collaborative reader services if necessary.
- Ensure inclusive access for users with disabilities or specialised needs.

4. Team Management and Staff Coordination

- Supervise library staff and oversee cataloguer and volunteer rotas, ensuring daily coverage of key services such as front desk, shelving, processing, cataloguing.
- Mentor junior team members and deliver internal training on systems, reader care, and theological reference tools.
- Deputise for the Head Librarian during absence, taking responsibility for decision-making and external liaison where required.
- Encourage a positive and collaborative team culture that supports both professional growth and missional service.

5. Programme, Events, and Communication

- Assist the Head Librarian in delivering academic seminars, exhibitions, and library-based events.
- Liaise with Yarnton Manor staff to coordinate logistics for conferences, visiting scholars, and tours.
- Draft news items and library updates for websites, mailing lists, and affiliated theological networks.

- Represent the library in professional events or external visits such as ABTAPL, Atla, BETH, as delegated by the Head Librarian.

6. Compliance and Professional Practice

- Uphold data protection and copyright laws in all library practices, including scanning, lending, and user data.
- Contribute to documentation of policies and procedures in line with GDPR and institutional protocols.
- Participate in mid-year and annual performance reviews with the Head Librarian.
- Identify professional development opportunities relevant to theological librarianship such as those offered by ABTAPL, Atla, BETH and any other relevant association and organisation and participate in them in consultation with the Head Librarian.

PERSON SPECIFICATION: COLLEGE LIBRARIAN (Theological Library, Yarnton Manor)

Essential Criteria

- Demonstrated alignment with the theological vision and Christian ethos of Yarnton Manor (<https://yarntonmanor.org/index.php/our-mission/>).
- Degree-level education and significant experience working in an academic or specialist library.
- A qualification in librarianship or information science or management or equivalent experience and skills.
- Interest in subject-specific librarianship in theology, with a commitment to making Yarnton Manor's library a significant resource for theological scholarship.
- Confidence using library management systems, digital catalogues, and metadata standards (AACR2, RDA, MARC21).
- Proven team leadership, project management, or supervisory experience.
- Strong interpersonal skills and commitment to delivering high-quality reader services.
- Ability to prioritise tasks in a dynamic setting and solve problems independently.
- Physical ability to assist in book-moving, shelving, and minor repairs.

- A commitment to providing excellent service to those using the library for theological study and research.

Desirable

- Working knowledge of Oxford's Bodleian Libraries systems or comparable academic systems.
- Experience in theological librarianship or biblical studies resource management.
- Knowledge of the Lausanne Movement, majority-world theological education, or cross-cultural library partnerships.

Remuneration & Working Conditions

- **Salary:** £20 per hour, Yarnton Manor will contribute 10% of salary to a Group Personal Pension Scheme.
- **Hours:** Full-time (40 hours/week) but job-share arrangements will also be considered from outstanding candidates. Some evening or weekend availability may occasionally be required for events.
- **Annual Leave:** 25 days per year.
- **Location:** Yarnton Manor

Please kindly note that the offer of the post will be subject to standard pre-employment checks. You will be asked to provide **proof of your right to work in the UK**, proof of **your identity**, and, if not already completed, we will contact the **referees** you have nominated.