

LANDMARK TRUST

LUNDY LIBRARIAN

JOB DESCRIPTION November 2018

Background

Books have always been an integral part of the experience of staying in a Landmark and the Landmark Trust takes the provision and maintenance of its libraries very seriously. Our aim is to provide a selection of books specifically chosen for a particular Landmark, to illuminate its history and geography for those who stay there in an imaginative, educated, educating, entertaining and sometimes surprising way. The books should give the impression of being someone's private collection, not a reference library. In addition, and standard to all Landmarks, a small selection of standard reference works are provided, plus a specially commissioned footpath map centred on the building.

Landmark now has 200 buildings (and therefore libraries) with 2 or 3 new Landmarks, on average, opening each year across the country.

Lundy, with its 23 Landmark lets, sits within this overall Landmark portfolio and counts as one of eight Librarian regions. Lundy's Librarian will therefore be a member of the team of Landmark Librarians, and there is a Librarians' gathering once every 18 months or so.

A successful candidate for this part time post of Lundy Librarian will be:

- well-educated, widely read and self-motivated;
- have detailed knowledge of Lundy, its flora and fauna and its history
- take an active interest in newly published titles across a wide range of topics and be able to plan and carry out their duties and travel mostly autonomously, working from home.

An annual midweek break will be provided on the island for the books to be checked and refreshed, usually at the very beginning of the Oldenburg season. The job is remunerated on an hourly basis up to an annual cap of 60 hours. Hours not spent on the island are included within the cap for ordering new or replacements titles and general admin.

Travel expenses are reimbursed (but travel time is not reimbursed beyond the annual cap).

The duties will be:

1. To check the books in Lundy Landmarks once a year and replace books that are missing or worn out.
2. To make sure that the existing libraries remain interesting and attractive and add books to that end on a discretionary basis, for which there is a modest budget.

Detailed description of responsibilities

The Regional Librarians report to Landmark's Historian & Head of Engagement, Caroline Stanford. Caroline is based at Landmark's Head Office in Shottesbrooke. The Librarian will carry out their duties within the Lundy team, liaising with Derek Green, the Head of Lundy.

The content of all libraries is already held in the form of a master booklist for each Landmark, which is held centrally as a Word file via Shottesbrooke. Remote access to these will be provided.

The Lundy Librarian has a small annual budget for the replacement of missing or damaged books and the purchase of new titles.

Essential skills/facilities

- Computer literacy (email and attachments, familiarity with basic Word and, ideally, Excel.
- Experience in ordering over the Internet through sites like Amazon and abe.com
- Reliable home email provider (ideally broadband).

The Librarian will be remunerated at the rate of £9.23 an hour for up to 60 hours in 2019 plus paid holidays. Travel expenses are reimbursed; some travel time is included in the annual hours cap.

Most of the hours for this role are likely to occur in March, when the Librarian's annual visit to Lundy is made.

Application forms may be downloaded from the Landmark Trust website at <http://www.landmarktrust.org.uk/about-us/working-for-landmark/>

Summary of Terms and Conditions

CONTRACT DURATION

This is a permanent part-time position.

LOCATION

This position will be home-based and you will need the use of a home office and at Landmarks in your region.

PAY

The rate of pay is £9.23 per hour paid monthly in arrears.

EXPENSES

Employees will be reimbursed for reasonable expenses incurred on behalf of the organisation.

HOLIDAYS

The holiday entitlement is 25 days' per annum pro rata plus statutory holidays. The amount of a day's pay for holiday purposes will be calculated in accordance with the statutory regulations. The holiday year runs from 1 January to 31 December.

SICKNESS PAY

You will be paid your Statutory Sick Pay entitlement. Where absence exceeds seven consecutive days and in certain other circumstances, a doctor's certificate will be required.

PENSION SCHEME

If you meet the criteria, you will be auto-enrolled in Landmark's pension scheme.

NOTICE

The appointment is subject to satisfactory completion of an initial three months probationary period, though this period may be extended if more time is needed to assess suitability for employment. During this period the post will be subject to a week's notice on either side. A minimum of one month's notice in writing on either side applies after the end of the probationary period.

SMOKING POLICY

No smoking is permitted in the offices or in Landmarks.

HEALTH AND SAFETY

All staff are expected to observe all health and safety at work regulations as set out by Landmark or in accordance with statutory requirements.

CONTRACT

The successful applicant will be required to sign Landmark's Contract of Employment.

The purpose of this information is solely to help prospective employees to understand the conditions of Landmark's Conditions of Employment. It is not an offer of employment and does not form part of the Contract of Employment or the Job Description.