

**LANDMARK TRUST
REGIONAL LIBRARIAN – SOUTH WEST**

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.

A successful candidate for this part-time post of Regional Librarian will be well-educated, widely read and self-motivated; 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. The job is remunerated on an hourly basis to an annual cap of up to 150 hours per annum to reflect the number of buildings within the current region of Devon and Cornwall. Travel expenses are reimbursed (but beyond the annual cap, travel time is not reimbursed).

The duties will be:

1. To monitor booklists in individual Landmarks in their region on an annual basis 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.
3. To provide local insight into the selection of books for new Landmarks in their region.

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 Librarians carry out their duties within Landmark's field team of Regional Property Managers and Housekeepers.

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. Librarians have remote access to these.

The Regional Librarian has an annual budget for the replacement of missing or damaged books in their region. A proforma spreadsheet will be provided to keep a record of expenditure and book orders.

In more detail:

1. A Regional Librarian should aim to visit each Landmark in his/her area once a year, usually on a changeover day (Mons and/or Fris) when the housekeepers are preparing the building for the next guests. Each region typically has around 20 buildings.
2. The role requires an ability to drive within the region, often for fairly long distances: it would not be possible using public transport. It is possible that several Landmarks might be visited in a cluster, with the possibility of late notice overnight stays in a Landmark if this facilitated the checking procedure, and providing availability permitted. The RPMs must always be contacted in advance when a visit is to take place or a stay requested.
3. On these visits, the librarian would check the books on the shelves against the master booklist. S/he will repair any books in situ if necessary; will remove any books left by Landmarkers that are not on the list, and will note any missing copies or copies that are beyond repair.
4. S/he would then order replacements for the missing books, often using the internet, either with what was there before or with another perhaps more interesting or more modern book. S/he sends the book to the housekeeper of the building and updates the master booklist at Shottesbrooke.
5. Occasionally, a new property will open in his/her area. The main responsibility for collating and ordering the new books for this lies with the Historian, but the Regional Librarian and others will also be consulted for suggestions, to obtain a well-balanced mixture of books on architecture, local history, topography, biography, fiction classical and modern, poetry and children's books, all relevant in some way to the house. Once the Landmark has opened, the care of the new library will pass to the Regional Librarian.
6. Throughout the year the Regional Librarian will keep an eye open for interesting additions to the existing libraries of buildings in their area. Initially at least, Caroline Stanford, Landmark's Historian, will be happy to review such suggestions with the librarians.

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)
- Use of a car for visiting Landmarks

The work will require 2-3 hours a week to an annual cap (to be confirmed against final number of buildings covered), with periods of greater intensity when checking at the buildings is being carried out. Within reason, these hours can be timed according to the Librarian's convenience. The Librarian will be remunerated at the rate of £9.23 an hour for 2019 plus paid holidays. Travel expenses are reimbursed; some travel time is included in the annual hours cap, but this role does involve an element of volunteer time within the amount of driving involved.

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 currently covering Devon and Cornwall.

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.