

Job Description

Regional Librarian, Scotland & the Borders

Post Title	Regional Librarian, Scotland & Borders
Reporting to	Historian
Staff reporting to this post	N/A
Liaises with	Regional Managers & Property Assistants Scotland & Borders Housekeepers, other Regional Librarians
Hours	Approx. 170 hours annually
Department and Location	Home based

Background

The Landmark Trust is one of Britain's leading building conservation charities. With the help of our supporters we save historic buildings in danger of being lost forever. We sensitively restore such 'Landmarks' and offer them a new future by making them available to everyone for self-catering holidays. The lettings income from the 200 extraordinary buildings in our care supports their maintenance and survival.

Books have always been an integral part of the experience of staying in a Landmark holiday let 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.

Landmark now has over 200 buildings (and therefore 'libraries' or book collections) with 2 or 3 new Landmarks, on average, opening each year. The country is divided into 6 regions (plus Lundy) each of which has its own part-time Librarian.

The Scotland & Borders Region contains 24 Landmarks, from Shore Cottages in Caithness, to The Banqueting House outside Newcastle, to Castle of Park near Stranraer, to the Mackintosh House in Comrie. The role is home-based and the successful candidate will ideally live in central Scotland.

Professional librarian experience is not necessary. A successful candidate for this part-time post 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 up to an annual cap. Travel expenses are reimbursed (but beyond the annual hours allowance, travel time is not reimbursed).

Librarian's Responsibilities:

1. To monitor booklists in each 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 to 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, who is based at Landmark's Head Office in Shottesbrooke. The Librarian liaises with the regional Property Managers and Property Assistants and has regular contact with individual housekeepers in the buildings.

The content of all libraries is already held in the form of a master booklist in Excell for each Landmark. These are held in Sharepoint (Office 365) in the cloud. Librarians have remote access to these.

The Regional Librarian has a small discretionary annual budget for the replacement of missing or damaged books in their region.

1. A Regional Librarian is required to visit each Landmark in their area once a year, usually on a changeover day (Mons and/or Fris) when the housekeepers are preparing the building for the next guests.
2. The role requires an ability to drive within the region: it would not be possible using public transport. It is possible that several Landmarks might be visited in a cluster, with the occasional possibility of late notice overnight stays in a Landmark if this facilitated the checking procedure, and providing availability permitted. The Regional Manager (RM) or Property Assistant (PA) must always be contacted in advance before visiting, to check availability.
3. On these visits, the Librarian checks the books on the shelves against the master booklist. They 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. They then order replacements for the missing books, often online, either with what was there before or with another or with a more interesting or more modern replacement. updates the master booklist on Sharepoint
5. Occasionally, a new property will open in their 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. The Historian as their manager is always happy to review such suggestions with the librarians.

Requirements

- Own computer at home, using Microsoft Office.
- Basic computer literacy (email and attachments, familiarity with basic Office 365 including Excel.
- Reliable home internet provider
- Use of a car for visiting Landmarks and full driving licence.

General

- To appreciate, and work within, the organisation's culture and to conduct all activities in a manner which promotes and enhances the Landmark Trust's character and reputation.
- Landmark is an equal opportunities employer. All staff are expected to conduct themselves in accordance with the Equality Act 2010.
- All staff are expected to fulfil their duties with due regard to their own health and safety and that of others, and to Landmark's cyber security.
- To undertake any other duties as may be reasonably required in the post.
- Landmark believes that every individual should have an equal opportunity to access, benefit from and enjoy Landmark's work, whatever their background, culture or identity, and no matter how they encounter us – through holidays or events, as a member of staff or local community, through restoration projects or digital engagement. We seek to represent and embrace the breadth and variety of British history, culture and society, valuing visible and non-visible differences with openness and acceptance. We expect all our staff, Trustees, volunteers and candidates to support Landmark's equality, diversity and inclusivity principles and aspirations.

PERSON SPECIFICATION

Requirement	Essential	Desirable
Education, training and qualifications	•	• Degree level
Skills and knowledge	<ul style="list-style-type: none"> • Well read • Interested in books • Good regional knowledge 	•
Experience	•	•
Personal attributes	<ul style="list-style-type: none"> • Independent • Self starter • Able to work on their own • Methodical 	
Skills and abilities	<ul style="list-style-type: none"> • IT literate, familiar with Office 365, Outlook etc Experienced in ordering books online Own computer and car 	

LOCATION

Home-based, in Scotland or the Borders.

SALARY

Currently £12.60 hourly rate.

WORKING HOURS

Part-time, capped at 170 hours per annum for this region.

HOLIDAYS

The holiday entitlement is 25 days per annum pro rata'ed, plus pro-rated statutory holidays.

HEALTH & SAFETY

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

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 details 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.