

Job vacancy

● Library Assistant (Part time 0.6 FTE)

... The Society

The Royal Geographical Society (with the Institute of British Geographers) is the learned society and professional body for geography and geographers. It is also a charity and a membership organisation. The Society was founded in 1830 and has been one of the most active of the learned societies ever since. It was pivotal in establishing geography as a teaching and research discipline in British universities and continues to play a key role in geographical and environmental education.

The Society is a leading world centre for geographical learning – supporting education, teaching, research, professional practice and scientific expeditions, as well as promoting public understanding and enjoyment of geography and providing advice to policymakers.

The Society has an international membership of approximately 16,000, 32 specialist research groups, and a programme of activities that extends far beyond its membership to broad engagement with more than three million people per year. Over 200 lectures, conferences and other events are organised each year including a major four-day Annual Conference, a programme of popular lectures, professional development for geographers, and policy-related discussions.

The Society also publishes, under contract, scholarly journals and the popular *Geographical* magazine. It empowers others through a programme of grant-giving in support of research, fieldwork and expeditions, and teaching. The Society's information resources include its historic geographical Collections of maps, images, books, manuscript archives and artefacts.

The Society offers professional accreditation to members through Chartered Geographer status.

The Society is based in a listed building in its own grounds in Kensington opposite Hyde Park and operates nine regional branches in the UK and two overseas. There are 57 permanent staff, together with temporary, and volunteer staff.

Applicants are strongly recommended to familiarise themselves with the current work of the Society set out on our website: www.rgs.org

The Collections

The Society has around two million items in its Collections. The largest of these is the map collection which numbers over one million maps and several thousand atlases. The Picture Library contains over 500,000 images, mainly photographs but also glass plates, lantern slides, watercolour sketches, and paintings. The Library contains over 150,000 books, pamphlets and bound periodical volumes, plus many unbound periodicals.

The Foyle Reading Room

The Foyle Reading Room (FRR) opened in 2004 as part of the Society's Unlocking the Archives project and is the only place that researchers can come and consult material from the Society's Collections. Researchers wishing to use the Collections are required to book an appointment and provide a list of the items they wish to consult at least 10 days in advance. The FRR is operated by the Collections team who work on a rota to ensure that the FRR desk is always staffed.

The position

We are looking for a confident, proactive individual who enjoys teamwork and has some experience of working in a library or is interested in pursuing a career as a librarian to join our Collections team as a part-time Library Assistant. Experience of working in a customer-facing office environment is highly desirable. An interest in geography and cartography would be advantageous.

The Library Assistant will be line managed by the Principal Librarian, and work closely with other members of the Collections team, which includes the Deputy Librarian, the Cartographical Collections Manager, the Assistant Librarian - Archives and Periodicals, and the Assistant Librarian - Photographs and Artworks.

Salary and application details

This is a permanent, part-time (0.6 FTE) post subject to successful completion of a probationary period of three months. The salary range for this post is £26,035-£26,675 per annum, £15,621-£16,005 pro rata depending on experience and qualifications. The post is based in South Kensington, London.

There are a range of benefits at the Society which include the following:

- Full time working week of 35-hours with core working hours between 10.00am-4.00pm. This is pro-rated to part time hours for this role at 21 hours per week.
- Flexible working arrangements are available with a mix of office based and home working.
- 25 days annual leave per annum plus public bank holidays.
- Society closure between Christmas and New Year, in addition to the basic annual leave allowance.
- Pension scheme - 3% employee, 7.5% employer.
- Group Life Assurance at four-times basic annual salary.
- Corporate eye care vouchers.
- Cycle to work scheme.
- Free 24-hour Employee Assistance helpline with available counselling support.

The Society aims to be an equal opportunities employer. Applicants must have the right to work in the UK and the Society is unable to offer work visa sponsorships.

To apply please email HR@rgs.org with a copy of your CV and a covering letter explaining your suitability for the post and how you fulfil the selection criteria, along with the monitoring form.

Applications must be received by 9.30am, 22 September. Interviews are planned to take place on 29 September.

We thank, in advance, all candidates for applying and regret we are unable to write separately to those who are not selected for interview.

Job description for the post of Library Assistant

Post:	Library Assistant
Department:	Communications and Engagement
Responsible to:	Principal Librarian
Persons reporting:	None
Location:	South Kensington, London
Salary:	£26,035-£26,675 per annum, £15,621-£16,005 pro rata dependent on experience and qualifications

Purpose of post

To provide an excellent service for readers in the Foyle Reading Room as part of a rota of Collections staff, including retrieving and returning items requested in advance of research visits.

Duties and responsibilities

- Staffing the reading room desk, welcoming visitors, explaining how the reading room operates and how to use the online catalogue and other resources.
- Retrieving items for readers in advance of their visit and returning items at the conclusion of the visit.
- Cataloguing (under supervision) library materials.
- Assisting with the sorting, accessioning and deaccessioning of accrued material.
- Library housekeeping tasks including shelving of books, maps and pamphlets.
- Assisting with projects such as stock moves, re-cataloguing and creating displays.
- Assisting with email enquiries from readers (training will be provided).

Selection criteria

The following are the requirements for this post. These are the criteria against which candidates will be shortlisted and judged, and it is in your interest to ensure that you cover each of these areas in the covering letter of your application.

- An interest in geography and an enthusiasm for working for the Society.
- Previous experience working in a library and/or archive.
- Good interpersonal skills, including face-to face, over the telephone and in writing.
- Ability to problem solve and work flexibly with enthusiasm to overcome issues arising in the day-to-day operation of the Foyle Reading Room.
- Systematic approach to tasks, with the ability to multitask effectively, use initiative and work efficiently under pressure.
- Excellent attention to detail, and organisational and time management skills.
- Demonstrable ability to complete repetitive, process driven tasks with accuracy.
- Experience of customer service in a busy environment.
- Confidence with IT systems, including Microsoft Word, Outlook and Excel, as well as video conferencing platforms such as Microsoft Teams and Zoom.
- Good team player.