

Job vacancy

● Library Assistant – Deaccessions (Part time 0.4 FTE, 12 Month Fixed Term Contract)

... 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, 31 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/login

The position

This post is intended to work on the deaccessioning of part of the Society's library.



Salary and application details

This is a fixed post subject. The salary range for this post is £26,675 per annum, (£10,670) pro rata. The post is based in Kensington, London.

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

- 35-hour working week with core working hours between 10.00am-4.00pm.
- 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. 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 **12.00pm (noon), Wednesday 20 August**. Interviews are planned to take place in the week commencing 25 August.

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 - Deaccessions

Post: Library Assistant - Deaccessions

Department: ISRD/Collections

Responsible to: Principal Librarian

Persons reporting: None

Location: South Kensington, London

Salary: £26,675 per annum, (£10,670) pro rata

Purpose of post

This post is specifically to assist with the Society's deaccessions project which has as its purpose the reduction in size of the Society's library through selective deaccession.

Duties and responsibilities

- To create a spreadsheet of books which are to be considered for deaccession.
- To check the titles on the spreadsheet against the catalogues of the UK Deposit Libraries and 2 academic libraries/Learned Society libraries in the southeast of England using JISC Library Hub Discover.
- To assist with the removal from the shelves of books selected for deaccession and the disposal of these books.

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.

Essential

- An interest in geography and an enthusiasm for working for the Society.
- A good standard of IT literacy, particularly Microsoft Office, Outlook and Excel.
- Good organisational and administrative skills with an eye for detail.
- Ability to carry out tasks methodically.
- Remain self-motivated and engaged whilst completing repetitive tasks.