



TRINITY COLLEGE CAMBRIDGE

**Further Particulars for the role of
Graduate Trainee Archivist**

March 2024

Further particulars

Trinity College, founded in 1546 by Henry VIII, is the largest College in the University of Cambridge, with some 700 undergraduates, 300 graduate students, over 180 Fellows and around 350 non-academic staff. With a history that includes Newton and Byron, the College excels academically in the sciences and the arts. It attracts students and scholars from around the globe and provides an environment in which they can flourish.

The Library occupies four buildings, but is run as a single organisation:

- The Wren Library, completed in 1695, houses some 80,000 older books and serves as the reading room for special collections as well as being open to tourists daily
- The College Library is adjacent to the Wren Library and provides around 100 seats for students. Together with a basement store, this building houses more than 200,000 books
- A separate Law reading room provides books and study space for Law students
- The Muniment Room houses the College's Archives, dating from the twelfth century to the present day

The modern manuscripts are catalogued online using AtoM (archives.cam.ac.uk). A fair proportion of our finding aids, in the form of paper lists and card indexes, are, however, not yet online. Historical lists of parts of the College archives exist, but the compilation of a comprehensive catalogue has only recently been begun. This will eventually be presented online using AtoM.

The printed books are catalogued online using Folio as the ILS, as well as in the University's online catalogue, iDiscover, and in appropriate specialist catalogues (ESTC, LibraryHub, etc.). Descriptions of the 1250 medieval manuscripts, catalogued by M. R. James in 1901-3, are available online, and modern manuscripts and archives are catalogued using the AtoM system. The Wren Digital Library provides images of more than 1000 complete volumes, and its continued expansion and development will be a major project for the Library in coming years.

The College Library is open to members of the College between 8 am and 1 am daily in term-time, with slightly reduced hours in the vacation. The Sub-Librarian prepares a rota of library staff and evening supervisors who staff the main desk throughout the opening hours. A self-issue borrowing system has been introduced in recent years.

The Wren Library is open to Fellows, and to visiting researchers applying to consult special materials, from 9 to 1 and from 2.15 to 5 on weekdays. The study desk can accommodate up to six researchers each day, and is invigilated at all times. The Wren is open to tourist visitors between 12 and 2 on weekdays, and on Saturday mornings in Full Term, and two Custodians are present for this period to oversee the visitors. There are around 25,000 visitors each year during this time, and several thousand more attend separate tours at other times of day, including special interest groups, schools visits and VIP visitors to Cambridge, for whom a visit to the Wren Library is often included as a memorable part of their trip. These tours are generally led by the Sub-Librarian or the Librarian.

The Library's staff comprise the Librarian, Sub-Librarian, a Senior Assistant Librarian, an Assistant Librarian, the Digitisation Services Manager, a Rare Books Cataloguer, a Graduate Trainee Librarian and Graduate Trainee Archivist, five Library Assistants (full-time or part-time), the College Archivist and two Assistant Archivists, two Wren Custodians who invigilate during tourist opening hours, and a Library Cleaner and Conservation Assistant. In addition, there are a number of Desk Supervisors who cover the Enquiry Desk out-of-hours. We also work with two conservators at the Fitzwilliam Museum.

JOB DESCRIPTION

Job Title: Graduate Trainee Archivist

Department: Library

Reports to: Archivist

Purpose of role

The primary aim of the Graduate Trainee post is for it to support the overall working of all parts of the library, particularly the archives and modern manuscript service, and to prepare the trainee for a postgraduate course in archives and records management. Training and visits to other libraries and archives within the city and University will be arranged, and regular contact with graduate trainees in other Cambridge libraries is encouraged. The trainee will have the opportunity to work on a special project during their year.

Key Accountabilities

1. Transferring the contents of existing paper finding aids to the online archives catalogue.
2. Fetching and shelving archives, modern manuscripts, and printed books for readers in the Wren Library.
3. Supervising and helping researchers at the special collections readers' desk in the Wren Library.
4. Accessioning and cataloguing archives and manuscripts.
5. Boxing, packaging, and labelling manuscript material.
6. Answering inquiries about the library's archive and modern manuscripts collections, and the history of the College.
7. Helping with the fetching of new materials from donors and College departments.
8. Contributing towards the social media presence of the library.
9. Contributing to the designing and installation of exhibitions.
10. Producing the Graduate Trainee's report at the end of the year.
11. Any other duties as required by the Librarian or Sub-Librarian of a professional, administrative or manual nature in line with the wider aims of the Library.

PERSON SPECIFICATION

Essential:

Qualifications

Honours degree (or expected to graduate in 2024)

Knowledge and experience

Some experience of working in an archive/library/museum environment

Awareness of the importance of good customer care and a commitment to providing an excellent quality of service to all Library users

Experience of working both in a team and independently

Experience of using Microsoft Office (particularly Outlook, Word and Excel) and an archive or library management system

Personal characteristics

Excellent written and verbal communication skills

Excellent organisational skills and self-motivating attitude

Flexible and innovative approach to problem-solving

A clear and demonstrable interest in pursuing a career in the archives sector

Ability and willingness to learn new skills and enhance existing skills

Ability to prioritise workload and to work under pressure in a busy working environment

Accuracy and attention to detail when cataloguing items

Reliability and punctuality

Physically able to lift and carry heavy books/collection items, using ladders and moving heavy book trolleys

Desirable:

Personal characteristics

A special interest in a particular area of archive work, e.g. medieval Latin and palaeography, records management, digital archives

EMPLOYMENT DETAILS

Length of post:	This is a one-year, fixed term appointment starting in September 2024.
Rate of Pay:	£25,634 per annum.
Hours:	The hours of work will be 36.25 per week, on weekdays from 8.45am to 5.15pm with a break of 1½h for lunch, and up to three Saturday mornings in each Full Term, for which time off in lieu will be given.
Holiday:	33 days annual leave, including public holidays, though Library staff are expected to work on public holidays which fall in Full Term.
Probationary period:	6 months.
Meals:	Free lunch is provided for staff whose duties cover this period.
Pension scheme:	A pension scheme, which complies with the requirements of the Occupational and Personal Pension Schemes Regulations for auto-enrolment, will be available after three months' service. All staff will become members unless they choose to opt out.
Private Health Care:	The College provides free health care currently through membership with Bupa. Membership of a dental care scheme is also available. Staff can join the schemes after successful completion of their probationary period, subject to certain limitations. This is a taxable benefit.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Travel:	The College cannot provide car parking for this post-holder. Many staff use Park and Ride sites or cycle. There is a tax-free benefit allowing you to spread the cost of a new bike, including either a pedal bike or an e-bike, and equipment for it, over 12 months, maximum levels apply and is available after a successful probationary period.
Employee Assistance:	The College also provides access to a free and confidential telephone and web-based information and support service that puts staff in touch with caring and professional consultants and counsellors.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offers regular outings to places of interest, and organises functions including a Christmas event.
Health and safety	All staff must adopt a responsible attitude towards health and safety and to comply with any procedures as required by the College in order to ensure the health and safety of themselves, their colleagues and any other persons that may be affected by their actions. They must be prepared to undertake any training provided in relation to health and safety or which is identified as necessary in relation to their work.

To apply

Please include in your application:

- A completed application form
- The names of 2 referees
- Please do **not** include a CV

Applications should be sent to jobvacancies@trin.cam.ac.uk to arrive no later than 9am on Friday 19 April 2024. Interviews are expected to be held in person on Monday 29 April.