

JOB DESCRIPTION

Job Title: Graduate Trainee 2022-2023 (Fixed term post for one year)

Department: Library

Trinity College was founded by Henry VIII in 1546 as part of the University of Cambridge. There are approximately 730 undergraduates, 350 graduates and over 180 Fellows. Staff number approximately 350, including full and part-time employees.

Trinity has the largest of the Cambridge College libraries, serving members of the College, in addition to a number of visiting researchers. The Library has important collections ranging in date from medieval manuscripts and early printed books housed in the Wren Library to the modern collections of the student library. There are also significant collections of modern manuscripts. The Library uses Innovative's *Millennium* library management system. There are fifteen members of library staff, and a team who staff the library during the evenings and at weekends.

The primary aim of the Graduate Trainee post is to support the work of the library and prepare the trainee for a postgraduate course in library and information studies. Training and visits to other libraries within the city and University (Covid-permitting) are arranged. Regular contact with the other trainees in Cambridge is encouraged. The trainees are responsible for maintaining their own website, www.catalog.group.cam.ac.uk, which provides more information on the libraries, their trainees and the training available. The trainee will have the opportunity to work on a special project in the Wren Library.

The post involves a wide variety of work with both the undergraduate and the older collections. Specific responsibilities include:

- Assisting users at the undergraduate library issue/enquiry desk, at the reception desk in the Wren Library and at the special collections readers' desk.
- Managing the Library's extensive serials holdings including checking in, chasing missing issues and arranging the annual binding schedule.
- Routine responsibility for the smooth running of the Law Reading Room.
- Updating the Cambridge Trainee Librarians' Online Group website in consultation with other Cambridge trainees.
- Helping with bibliographical checking, creation of order records, and cataloguing.
- Daily shelving of returned books.
- Fetching and shelving manuscript and printed book material for readers.
- Clerical routines: filing, labelling and photocopying.
- Contributing towards the social media presence of the library.
- Producing the Graduate Trainee's report at the end of the year.

PERSON SPECIFICATION

Qualifications:

Degree (or expect to graduate in 2022)	Essential
--	-----------

Knowledge and experience:

Experience of library work	Essential
Good IT skills	Essential

Personal characteristics:

Interest in librarianship as a career	Essential
Interest in special collections librarianship	Desirable
Good communication and interpersonal skills	Essential
Ability to work as part of a team	Essential
Ability to use own initiative	Essential

EMPLOYMENT DETAILS

This is a fixed term position for one year commencing in September 2022

Rate of Pay:	£20,600 pa (University of Cambridge scale 3.1)
Hours:	Standard working hours are 36.25 per week: 8.45am – 5.15pm, Monday to Friday (with an hour and a quarter lunch break) and up to three Saturday mornings in each Full Term, for which time off in lieu will be given.
Probationary period	The appointment is subject to the completion of a probationary period of six months
Annual leave:	33 days annual leave, including public holidays, though Library staff are expected to work on public holidays which fall in Full Term
Meals:	Free lunch is provided for staff whose duties cover this period and who are working in College.
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 month's service. All staff will become members unless they choose to opt out.
Gym:	Membership of the College gym is available for a modest fee. Inductions are compulsory.
Sports & Social Club:	The Trinity College Staff Sports and Social Club, run by a committee of staff, offer regular outings to places of interest, and organises functions including a Christmas event.
Private Health Care:	Membership of a free health care and a dental care scheme are available. Staff are able to join the schemes after successful completion of their probationary period, subject to eligibility. This is a taxable benefit.
Employee Assistance	The Employee Assistance Programme is a free and confidential telephone and web based information and support service providing staff with access to caring and professional consultants and counsellors.
Family friendly	The College, in conjunction with three other Colleges, established the Wolfson Court Nursery with up to fifteen places available for staff, students and Fellows. The nursery caters for children from three months to five years. A salary sacrifice scheme is also available for those wishing to use other nurseries.
Access to the College	The College is not able to provide parking on site for all its staff. Access to and parking in the City Centre is becoming increasingly difficult. The City Council has provided several Park and Ride sites around the city outskirts, with regular bus services. A number of members of staff cycle to work, and the College provides limited covered cycle parking.