

# Job Description



## Job Title

Librarian

## Hours

Term Time: 14 hours per week, days can be negotiated however must work Tuesdays to facilitate Part-Time students.

Out of Term Time: Hours/days can be negotiated.

## Salary

£8.21 per hour.

## Reporting Line

Principal

## Ethos Statement

The Faith Mission is a Christian Charity, which exists to reach people with the good news of the Gospel of Jesus Christ. The Faith Mission's vision is to reach through passionate evangelism people of all age groups, who do not yet have a living and intimate relationship with God. We encourage them to place their faith in Him along as Saviour and Lord and obey the teachings of the Bible.

There are three core ministries of the Faith Mission, which include:

1. Rural Evangelism – As an interdenominational agency, The Faith Mission works closely with all Christian churches that share a similar concern for passionate evangelism and evangelical truth, especially in areas where there is little or no biblical witness.
2. Biblical Training – The Faith Mission Bible College is a ministry of the Faith Mission and exists to train people for a variety of roles in Christian ministry and service.
3. Christian Literature – FM Bookshops is the literature ministry, which is positioned on the high street of many towns and cities in Northern Ireland and Scotland. It provides a neutral location where people can explore the Christian faith through literature or conversations in a relaxed café environment.

## Job Purpose

The Librarian is responsible for acquiring, organising, managing and distributing library resources and ensuring that library provision meets the needs of all its users.

The Librarian will work with electronic resources, involving database management and web page development to effectively catalogue new and existing academic books and publications.

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## Role and Responsibilities

### Essential Duties

- Selecting, developing, cataloguing and classifying library resources;
- Developing and managing collections of books and journals (both paper and electronic), as well as websites;
- Dealing with budgets and, in some cases, purchasing resources;
- Contributing to academic course development and liaising with academic departments;
- Managing and supporting the provision of reading lists and allocating length of loans;
- Answering students and other library user's enquiries;
- Creating, updating and managing information resources, both electronic and printed;
- Selecting, acquiring and cataloguing information using library and information software;
- Assisting researchers with literature searches using databases, printed resources and the internet;
- Delivering information and learning skills courses for students and staff;
- Dealing with user enquiries, which may involve one-on-one advice sessions;
- Keeping up to date with relevant professional developments in the library sector;
- Maintaining and developing The Faith Mission archive;
- Participating in professional groups or networks;
- Attend and fully participate in training and appraisal activities as required;
- Undertake additional duties in line with capabilities as required.

## Personal Qualities

### Core Competencies

- Strong IT skills and familiarity with the use of databases and the internet
- Cataloguing and organisational skills
- Team-working and management skills
- Assessment of resources and library users' needs
- Presentation and verbal communication skills
- Subject-specific knowledge or expertise in a particular function

## Occupational Requirement

It is an occupational requirement in terms of Equality Act 2010 that the person fulfilling this role is:

- A committed Christian in full sympathy with the Faith Mission's Statement of Faith
- Supportive of the wider work of the Faith Mission

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- Views this role as a Ministry Calling

