Further particulars relating to the post of Assistant Librarian (Full-time)

The College

Although Emmanuel College is part of the University of Cambridge, the relationship between College and University is academic rather than administrative. In all matters relating to finance and staff management, the College is completely autonomous. Staff are directly employed by the College, which handles all contractual and personnel matters. The College is a registered charity, with the members of the College Council as its Trustees; it is subject to supervision by the Charity Commission.

The College is run by a Governing Body, which is made up of the senior academic members of the College, known as the Fellowship. The Governing Body is assisted by the College Council and a Committee structure.

The role of the Master, who is the senior member of the College, is in some way similar to that of the Chairperson of the Board of Directors in industry. The "Directors" at Emmanuel College are certain Fellows who also act as College Officers: the Bursar, who is responsible for College financial, administrative and estate matters, including overall care of the fabric of the College, and for the staff who maintain and sustain it; the Senior Tutor, who has overall responsibility for the administration of student admissions to the College and its academic life including the administration of the Tutorial function and day to day student tutorial and welfare matters.

The Library

The Library is housed in its own building and serves undergraduates, graduates and Fellows of the College. It also assists visiting scholars.

The Library has approximately 65,000 books, plus a large collection of manuscripts and early printed books which constitute the Library's Special Collections. The working library is open 24/7 to current members of College, and has self-service facilities with the provision of book return for when the Library is unstaffed.

The post

The post is full-time working 36.67 hours each week, Monday to Friday from 8.40am to 5.00pm, one hour is taken for lunch. The occasional week-end work may be required, either on a Saturday or Sunday, for gatherings, alumni week-ends and events.

The Rewards

The College Terms and Conditions of Employment provide for:

- 25 days annual holiday for full-time positions (pro rata for part-time posts), in addition to statutory and bank holidays,
- membership of a contributory pension scheme (employees’ contributions at the rate of 8% of gross pay), a salary sacrifice scheme is available for some schemes.
- College sick pay scheme that provides payment whilst staff are incapacitated due to ill health.
- The salary will be in the range £22,049 to £25,341 depending on qualifications and experience, payable monthly.

Other benefits include:

- Meal is available at lunch time at College expense,
- Travel to work loan scheme,
- Car parking in central Cambridge,
- Access to the College Gym and swimming pool,
- Various discount schemes are available from local traders
**Application**

Applications should be via completion of the application form together with a hand written covering letter. The closing date for receipt of applications is 5pm on Friday 19 July 2019. Interviews are planned for the afternoon of Monday 29th July.

Applications along with the covering letter should be addressed to the Bursar’s Assistant, Emmanuel College, St Andrews Street, Cambridge, CB2 3AP and marked “*Strictly Personal and Confidential*” or via email to hr@emma.cam.ac.uk.