

Librarian Chetham's Library Recruitment Pack

Welcome to Chetham's



Introduction

Chetham's Library is situated in the heart of Medieval Manchester and is the oldest public library in the English-speaking world. It was founded in 1653 by Humphrey Chetham, a successful Manchester textile merchant, banker and landowner. The original aim of the Library was to be "a Library for scholars and others well affected to resort unto in the town of Manchester". It is a part of a private charitable trust with registered charity status.

Chetham's Library's history as a library and its position as a small museum within its medieval buildings, co-located with Chetham's School of Music and The Stoller Hall, make it unique. The whole of its collections and the Grade 1 listed historic buildings that house them (dating from 1421) are designated as having national and international importance under the Arts Council of England (ACE) scheme. The institution is an Accredited Museum under the ACE accreditation scheme.

The Library is used by the academic community and other researchers nationally and internationally. Discovery is by means of online catalogues, covering printed and manuscript materials, as well as archival and graphical materials plus museum objects. Chetham's Library is also enjoyed as a visitor attraction by local visitors and international tourists and there are daily tours.

Our vision

To collect, preserve and make accessible the rich collections of Chetham's Library.



About Chetham's

Chetham's Foundation is a unique cultural institution and charity in the heart of Manchester combining music, education, and heritage. We are home to three extraordinary places – Chetham's School of Music, Chetham's Library, and The Stoller Hall. We believe in the power of music and creativity to unite people, and we are committed to educating and inspiring new generations of musicians and thinkers.

Chetham's School of Music offers an unparalleled music and academic education to 330 of the finest young musicians from the UK and across the world, with funding from the Department for Education's Music and Dance scheme ensuring that admissions are based on musical potential, and not on ability to pay.

Chetham's Library is the oldest public library in the English speaking world, based in buildings dating to 1421 – the oldest surviving site in Manchester – and still open to readers and visitors, with a growing events programme celebrating the collections and historic connections with Marx, Engels and other notable visitors.

The Stoller Hall is an £8.7m concert hall, opened in 2017. Its 482-seat auditorium boasts state-of-the-art acoustics perfect for a variety of artists and ensembles across many genres; for chamber orchestras, choirs, chamber music and recitals plus an adventurous programme of jazz, folk, pop, comedy and spoken word as well a range of conferences and events.

Librarian Chetham's Library

The candidate we're looking for

The role

Chetham's Librarian is responsible for the Library which is an archival repository, rare books library and museum. It is a unique position and offers exciting opportunities to build on the past, to strengthen its links with the academic community and researchers, and to work with colleagues at Chetham's School of Music and The Stoller Hall to extend the role of the heritage site as a visitor attraction.

In this key role you will support the vision of the Library by both leading the strategic development and day-to-day management of the Library.

You will work closely with both internal and external stakeholders. Internal stakeholders include the Feoffees of Chetham's School of Music and Hospital, the Library Committee and the Joint Principals of Chetham's School of Music. External stakeholders include Manchester City Council, University of Manchester, other libraries and archives in the region, members of the Small Museum Network, and national and regional sector bodies.

Main responsibilities

- Develop and deliver the strategic plan for Chetham's Library.
- Lead on the development of policies, systems and processes that support the vision of the Library.
- Continue to develop and deliver a strategy for digitisation of the Library's collections.
- Work with colleagues from across the Chetham's Foundation, the Joint Principals, Development, Communications and Marketing as well as with the Creative and Commercial Director to support the diversification of income for the Library to secure long term financial stability.
- Ensure the development and enhancement of the collections by appropriate acquisitions in line with the Library's Collection Policy.
- Work closely with relevant stakeholders to support the growth and development of the Library and its buildings.

Staffing

The Library currently has 4.3 FTE regularly paid staff. This includes a full-time Librarian (to be appointed), an Archivist (0.6 FTE), a Visitor Services Coordinator (full time), a Conservation Curator (full time), an Administrative Assistant (0.4 FTE), and a part time Cleaner. Ad hoc staff are available for Duty Manager roles.

Leadership & operations

- Manage all aspects of the work of the Library, assigning priorities and workloads to deliver the vision of the Library.
- Lead and empower the Library staff, providing opportunities for professional development and training.
- Work with Library colleagues to ensure the security and safe use of the collections.
- Work with Library colleagues and internal stakeholders to ensure the safe and secure operation of the buildings for all staff and visitors preserving it for future generations.
- Ensure accurate budgeting and financial management by working closely with the Financial Director of Chetham's Foundation.
- Report to the Library Committee and Feoffees concerning plans and activities for the fulfilment of the Library's vision.

Engagement

- Collaborate with the Creative and Commercial Director of Chetham's to engage with researchers and the public and to promote the use of the collections, through appropriate programmes, eg meetings, visits and exhibitions.
- Collaborate with the Creative and Commercial Director of Chetham's to promote and deliver engagement activities to support the vision of being accessible to all.

Essential skills & aptitudes

- Professional qualification in librarianship, archive management or heritage management, or equivalent experience at a comparable level.
- Good level of education including an honours degree or equivalent.
- Experience of managing, promoting and developing Special Collections.
- Excellent communicator and influencer, both oral and written.
- Good leadership and people management skills and the ability to motivate staff.
- Ability to work collaboratively with external and internal stakeholders as part of Chetham's Foundation.
- Good overall knowledge of IT systems, especially in relation to libraries and archives.
- Experience of leading on the development/improvement of policies, systems and processes.
- Ability to manage projects to a budget and timetable.
- Experience of engaging diverse audiences.
- Active participation in library and/or archive networks.

Desirable skills & aptitudes

- Experience of successful fundraising.

Child protection and safeguarding

Due to sharing the site with Chetham's School of Music and being part of the Chetham's Foundation, all applicants will have to undertake Safer Recruitment checks. There is collective responsibility for all children on our site and safeguarding is key to our day-to-day activities. Training is mandatory and is provided as part of the induction process for any new colleague and is updated frequently.

As a post holder I recognise: my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal. Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students. I agree that I have read and understood the attached job description.



Employee's name

Employee's signature

Date

Terms of appointment and condition

Closing date: **Friday 12 January 2024, 0900**

Interviews will be held on **Monday 22 January 2024** (and the morning of Tuesday 23 January 2024 if necessary)

Start date: **from February 2024** or as soon as possible thereafter

For an informal conversation or visit, please email HR@chethams.com

Salary scale: **41-44 (£48,846 - £53,432)**

Company pension

Free lunch during School opening, gym use and free city centre car parking

Flexible schedule

30 days holiday / leave per annum

To apply please complete the enclosed application form

