



## **Reading Room Assistant: Gladstone's Library**

An exciting new opportunity has opened up here at Gladstone's Library.

We are looking to recruit a Reading Room Assistant who will work front of house in the Library's busy Reading Rooms. Working in a team of five, with projects working with the printed book and archive collections, this role is front-facing and involves lots of working with the public; a typical day might involve giving an induction to someone staying at the Library for the first time, helping a Reader find a book or use the catalogue, and delivering a Glimpse tour to a visiting group.

We are looking for someone who is confident, well-organised, and happy to speak in public. As well as having a passion for the work of Gladstone's Library, anyone in this role should find detailed work enjoyable.

### **About the Library:**

Gladstone's Library is a unique institution. It is the UK's finest residential library, boasting 26 bedrooms, an on-site restaurant and a comfortable guest lounge. It is also the UK's only Prime Ministerial library and was built following a bequest from William Ewart Gladstone, Victorian statesman and four-times Prime Minister of Great Britain. The current building, raised in 1902 and designed by John Douglas, was funded by public subscription. The organisation is a self-sustaining registered charity. We host a lively programme of events which include talks, workshops, masterclasses and residential courses.

Our world-famous Reading Rooms house thousands of books, including the Gladstone Foundation Collection, which comprises items from Gladstone's own personal library. They are also home to multiple unique archival collections, making it a destination for scholars from across the globe.

## **About the Role:**

### ***Reading Room Assistant***

You enjoy and are confident with working with the public, and will enjoy helping people get to know a Library that is very different to any they may have been in before.

Your areas of responsibility are:

- **Being the first point of call in the Reading Rooms, both in-person on the Enquiry Desk and through our shared team email inbox and calendar.**
- **Invigilating researchers when they work with special collections and archives.**
- **Working with the collections; reshelving, box-listing, and catalogue checking are all regular tasks (full training will be given).**
- **Helping to produce social media posts about the Reading Rooms and collections.**
- **Delivering some of the Library's outreach and engagement events, including Glimpse tours and ASC Us Anything (a monthly drop-in hour where we display some of the collections).**

## **About You:**

- You really enjoy – and are confident with – working with the public.
- You also really enjoy detailed and sometimes repetitive work.
- You are well-organised, and happy liaising and problem-solving with a team.
- You are at ease with computer- and desk-based work, and feel confident about your ability to learn how to use new software.
- You have good written English, both typed and handwritten.
- You are happy working alone for one or two days at a time.
- You might have some experience of library and archive collections, but full training will be given.
- The history and significance of the nineteenth century is something you'd like to know a lot more about.
- You might be someone thinking about a career in GLAM (galleries, libraries, archives and museums), but perhaps hasn't had the chance to gain much experience or apply for the postgraduate qualification.

### **Things about the job you might like to know!**

- This is a part-time position and the usual hours of working are 9am-5pm over 4 days Monday-Sunday with a 45-minute unpaid lunch break. This equals an average of 25 hours per week over 52 weeks. Your shift pattern is four days on and four days off.
- Your holiday entitlement is 15 days. In addition, the Library closes for 2 weeks over Christmas and New Year. The holiday year runs from January-December.
- You will be paid £12.80 per hour. An optional pension scheme is available and we can provide further information.
- There will be a 3-month probation period.
- You will be line-managed by the Director of Collections and Research, Dr. Louisa Yates.
- When not working in the Reading Rooms, you will share an office with the Reading Room team, particularly the Librarian and Archivist.
- A light lunch is available free of charge, and free tea and coffee during the day.
- Parking on site is sometimes available depending on how busy we are! There is parking in Hawarden village itself.
- You must respect and support the liberal and inclusive values of the Library and reflect these in your everyday performance.

We are a friendly team – committed to a safe environment where colleagues can flourish and develop.

### **To apply:**

Please send your CV together with a covering letter saying why you are just the person we are looking for to:

Revd Dr Andrea Russell Warden of Gladstone's Library.

Email: [andrea.russell@gladlib.org](mailto:andrea.russell@gladlib.org)

Make sure that you provide us with enough information to see how you fulfil the criteria.

We look forward to hearing from you and good luck!

Application deadline: Friday 16<sup>th</sup> May 2025 at 10am

Interview date: Tuesday 27<sup>th</sup> May 2025 (interview times are likely to be between 10am-2pm). Please allow two hours for interview; this will be made up of a thirty minute interview, short tour, and some basic skill trials (for which no revision is needed!).

Start date: Monday 30<sup>th</sup> June 2025 at the latest.