

<b>Post</b>	Librarian
<b>Responsible to</b>	Pioneer Mission Training Leader
<b>Team</b>	Pioneer Team
<b>Group</b>	Post Christian Britain Hub
<b>Proposed grade</b>	E
<b>Contract</b>	Permanent
<b>Hours</b>	Part time (21 hours a week)

## The organisation you'll be joining

Jesus spent much of his time with people at the edges, and that's where we want to be too. Church Mission Society invites people at the edges of church, the edges of society and the edges of our comfort zones to follow Jesus and play a part in his story. Come with us to the edges and discover God at work in ways you might not have expected.

Welcome to Church Mission Society, where we are passionate about God's mission and fired up to see more and more people become followers of Jesus. For over 200 years CMS has been at the forefront of global mission, living out the gospel of Jesus, seeing lives changed and communities transformed. Founded by William Wilberforce and other members of the Clapham Sect group of activists in 1799, CMS people are called by God to help bring change, hope and freedom, wherever they go.

Today CMS supports 150 mission partners and local partners who are working in more than 40 countries, where they are dedicated to serving local communities and transforming lives through the love of Jesus. From women's empowerment, micro farming initiatives and leadership training, to drug rehabilitation, theological training and pioneering in the arts, CMS is at the cutting edge of mission, displaying the love of Jesus to many people who might not have believed he was for them.

We've undertaken a prayerful review of our organisation, in order to discern our mission call for this generation. In the process we have rediscovered and been re-inspired by the pioneering spirit of our founders. If you join CMS today you will find an organisation that has been reinvigorated with a fresh vision to make disciples of Jesus among people at the edges, both in the UK and around the world.

## Our culture

At CMS we work hard to ensure that every member of staff is valued, supported and encouraged to continually learn and develop their skills. We rely upon God's presence, wisdom and grace and therefore, prayer is central to everything we do.



## Our vision

We long to see our world made new by the love of God as we follow Jesus to the edges.

## Our purpose

We exist to make disciples of Jesus at the edges.

## Our core values

Pioneering. Relational. Faithful. Evangelistic.

## Your role

Since its foundation in 1799, CMS has been a significant actor in the history of Christian mission in the UK, and in the process has generated a huge body of literature and archive material, which is of interest to many researchers around the world.

CMS aims to be a learning organisation that facilitates the interchange of ideas, resources and learning concerning mission engagement within CMS, the Anglican church and beyond. To this end CMS has established Crowther Centre for Mission Education (CCME) that brings together our resources of people in mission, the library and archives in a friendly learning space with accessible technology. The CCME will coordinate the mission education strategy of CMS. It offers resources for teaching and research in missiology and partners with both Regent's Park College and Wycliffe Hall in order to promote missiology within a university context. The CCME will also coordinate a range of other approaches to mission education within the European context and beyond.

The Library/Learning Resource Centre is an integral part of the Crowther Centre for Mission Education. The purpose of the Centre is to promote God's mission through the sharing of knowledge and learning resources in order to foster active Christian discipleship and to promote the development of contextually appropriate mission and evangelism around the world. The Library/LRC is a key resource in this as it makes available mission resources, both paper and electronic.

The role of the Librarian is to care for, develop and promote the library resources of the CMS and the Pioneer Centre in such a way that they are available for all present and likely future needs of the Society's staff, members and supporters, overseas partner churches and members of the public with identified research interests.

The librarian will be responsible for:

- maintaining and developing the library collection – both paper and electronic.
- making the resources accessible to all users – both internal to CMS and to external users.
- developing links with other libraries within Oxford and mission libraries within UK and overseas.
- supporting the increasing importance of e-learning within CMS.



## Your relationships

The role reports to the Pioneer Mission Training Leader and is based in the Post Christian Britain Hub team. You will also closely relate with the CMS Archivist.

Internal: All departments regarding the library but especially Pioneer leadership and People in Mission team.

External: Birmingham Uni for archives; CYM re library; external individual users and researchers; external storage contractor

## Your responsibilities

### Library Management

- ❖ To keep up to date with developments in librarianship
- ❖ To oversee health and safety/disaster management issues in the library
- ❖ To ensure that library furniture and fittings are maintained
- ❖ To ensure copying of information meets the terms of Copyright Act
- ❖ To produce reports and statistics regarding library stock and usage.
- ❖ To ensure the library maintains government and CILIP (Chartered Institute of Library and Information Professionals) standards.
- ❖ Recruit and manage volunteers

### Library Stock

- ❖ To ensure that the library collection is balanced and up to date, and meets the needs of all users. It should be of the highest quality in terms of content, condition, and significance to those working in the field of mission/intercultural studies.
- ❖ To improve digital access to the collection.
- ❖ Accessioning and Cataloguing of all items to library standards.
- ❖ Indexing of journal articles
- ❖ Bar-coding library collection
- ❖ Maintenance of library catalogue for internal and external use
- ❖ To maintain and develop library stock– discarding of surplus items, donations.

### Library Budget and Income Generation

- ❖ Allocate library budget in consultation with the line manager – books/journals/AV/electronic.
- ❖ Purchase of all items for the library – manage invoice process – monitor expenditure.
- ❖ Development of applications for sources of funding (in conjunction with Fundraising and Communications Director)
- ❖ Income generation – seeking new sources and maintaining current methods.
- ❖ Liaison with library suppliers – negotiate discounts etc – ensure all resources are used appropriately and efficiently.
- ❖ To actively participate in the marketing and promotion of the CMS library services to current and potential users and to liaise with the Comms team where necessary.



## Learning Support and User Services

- ❖ To be present in the library on teaching days, research and conference days
- ❖ Training all library users in effective use of library and library systems – staff, students, external users – includes all new staff induction.
- ❖ To respond to all user enquiries (internal and external) – in person, written, electronic and telephone.
- ❖ Able to provide resources from other libraries – interlibrary loans system – supporting users in use of other libraries.
- ❖ To research and publish bibliographies, book reviews, acquisition lists, journal abstracts and other material, as appropriate.
- ❖ To help teaching staff with new acquisitions.
- ❖ To relate well to students and be responsive to their requests for library material.

## Partnerships and Networking

- ❖ Developing new and maintaining existing partnerships with other libraries, and mission agencies.
- ❖ To actively participate in the marketing and promotion of the CMS library services to current and potential users.

## Other

- Ensure the safety and security, and respect the rights, of all staff, partners and supporters:
  - Understand and follow CMS safeguarding policies.
  - Understand and follow security procedures for all public materials and content, to keep mission personnel and strategic partners safe. Ensure the confidentiality of supporters and that all data relating to them is maintained and processed in compliance with the General Data Protection Regulation (GDPR) and Privacy and Electronic Communications Regulations (PECR).
- Carry out any additional duties commensurate with the role as required by your line manager.



## Person specification - Librarian

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"><li>• Graduate or equivalent professional qualification in librarianship administration, records management or related fields or equivalent experience</li><li>• Chartered librarian</li></ul>	<ul style="list-style-type: none"><li>• Further qualification in a relevant field</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Proven relevant experience.</li><li>• Experience with computerised systems for library and records management</li></ul>	<ul style="list-style-type: none"><li>• Experience in the charity sector</li><li>• Experience in college / university setting</li></ul>
<b>Skills and abilities</b>	<ul style="list-style-type: none"><li>• Good communications skills</li><li>• Ability to initiate and maintain effective liaison with other teams</li><li>• Strong organisational skills and the ability to work independently</li><li>• Ability to balance the requirements of professional and administrative tasks</li><li>• IT and keyboard skills</li></ul>	<ul style="list-style-type: none"><li>• Working with volunteers</li></ul>
<b>Knowledge and understanding</b>	<ul style="list-style-type: none"><li>• Awareness of the importance of accurate record keeping and time management</li></ul>	Knowledge and/or experience of the theological sector
<b>Disposition</b>	<ul style="list-style-type: none"><li>• Innovative and team player</li><li>• Honesty and integrity</li><li>• Able to prioritise</li><li>• Desire to learn new skills</li><li>• Attention to details</li><li>• Enthusiastic and with a drive to achieve</li></ul>	
<b>Other</b>	<ul style="list-style-type: none"><li>• In and sympathy with the aims and values of CMS</li></ul>	<ul style="list-style-type: none"><li>• Driving licence</li><li>• Able to lift up to 20 kg and carry boxes of files and records</li></ul>



# Terms and conditions

## Librarian

Conditions, including but not limited to the below:

1. The appointment is subject to satisfactory references, safeguarding checks and a probationary period of six months.
2. **Salary:** The post is within Grade E of the CMS salary scales; starting at £18,192 (£30,320 FTE) with further salary advancement opportunity. Salaries are reviewed annually at the beginning of February.
3. **Expenses:** Expenses incurred in connection with work in accordance with established regulations will be paid.
4. **Pension:** There is a group personal pension scheme applicable to your employment and you are entitled to participate in this scheme subject to the rules of the scheme. You will be automatically enrolled into the scheme, however there is an opt-out option. The employer's contribution is 5 per cent while the employee's contribution is 3 per cent of the pensionable salary. In addition, CMS will match your additional contribution (over the min three per cent) up to an additional five per cent. The life insurance scheme provides a death in service benefit of four times the basic pay.

Those eligible for pension rights under the Clergy Pensions Measures administered by the Church of England Pensions Board may continue to qualify for those rights.

5. **Work base:** This is an office-based post and this will be your centre for the purpose of claiming travelling expenses if appropriate.
6. **Holiday entitlement:** Annual leave is 28 days pro rata, of which up to 3.5 pro rata are to be taken between Christmas and New Year, plus statutory bank holidays.
7. **Notice:** Two months' written notice on either side is required for the termination of the appointment after the probationary period.