



Anna Freud

Job Profile

Job title	Librarian
Reporting to	Chief Operating Officer
Employer	Anna Freud
Salary	£42,762 per annum FTE, plus 6% contributory pension scheme
Location	Hybrid (a mixture of home/onsite working). London site (4-8 Rodney Street, London N1 9JH). This post requires a minimum of 7 hours onsite per week.
Working hours	Part-time job-share: working hours are Wednesday to Friday (Wednesday as crossover day for job-share) 21 hours over the 3 days, covering core hours 9 to 17.
Holidays	27 days plus Bank Holidays FTE
Term of contract	Permanent
DBS level	Standard

About Anna Freud

We are a world-leading mental health charity for children, young people and their families. Our purpose is to take everything that we have learned over the last 70 years, and to transform the mental health of current and future generations of children and young people, to close the gap between mental illness and mental wellness - and to create a more compassionate society for everyone. Our vision is a world where all children and young people are supported effectively to enable them to develop their emotional and mental health, build on their strengths and achieve their goals in life. Our mission is to close the gap in wellbeing and mental health by advancing, translating, delivering, and sharing the best science and practice with everyone who impacts the lives of children, young people and their families.

Purpose and overview of the role

An exciting opportunity has come up within the small, specialised library of Anna Freud. The charity has developed and delivered ground-breaking mental health care for over 70 years and its library has evolved along with it.

Recent years have continued to see a significant increase in course provision and student numbers, creating a diverse student body. Our portfolio of University College London postgraduate courses have developed in collaboration with other academic and professional institutions which are based at Anna Freud including four masters' programmes and one clinical doctorate.

Department of Health initiatives have also given rise to collaborative Child and Adolescent Mental Health Service workforce training development programmes based at Rodney Street. We also deliver advanced training to allied mental health professionals, these students have slightly differing needs.

At the same time, clinical work and research activities have expanded and include ground-breaking work with parents and infants, work with over 8,000 schools to help support children who are struggling, forefront developments in mentalization-based treatments, and Pears Family School – a new educational model for children at risk from exclusion. We are a complex organisation and the library must respond to these staff needs appropriately.

The Librarian will be supporting with addressing these changing and varied user needs balancing competing demands of the day-to-day provision of an effective library service with longer term planning and adjusting to changing priorities.

Main responsibilities of the role

Applicable to both job-share partners and managed collaboratively.

Library management and development

- Developing library collections of books, journals and online resources and information software;
- Developing the use of library systems and specialist software, particularly regarding electronic and remote access;
- Planning for future development of library premises and resources, including evaluation and management of current stock and awareness of changing areas of subject interest;
- Improving and promoting the equity, diversity and inclusion (EDI) aspects of the collection;
- Liaising with Anna Freud staff and consultants to ensure maintenance and development of library premises, including furniture, security devices, IT equipment.

Service provision and library customer relations

- Managing the provision of reading list materials for students, including setting up and maintaining electronic reading lists;
- Contributing to academic course provision and participating in academic course meetings;

- Developing and delivering group training sessions to promote independent information literacy, as well as providing one to one assistance in a friendly and supportive manner;
- Answering readers' enquiries, assisting in the use of computer equipment, conducting literature searches;
- Finding and obtaining information resources, both internally and from external sources such as the British Library document supply services;
- Responding to external enquiries either by finding information or redirecting to colleagues;
- Promoting the library services and resources within the Anna Freud;
- Establishing and maintaining effective working relationships with Anna Freud staff and students at all levels, attending staff meetings, following Centre-wide developments;
- Participating in groups and networks with library colleagues in similar organisations, liaising with partner university library staff, keeping up to date with professional developments in librarianship.

General

- Managing library policies, ensuring adherence to relevant legislation and codes of practice, particularly regarding copyright as licensed by the CLA;
- Managing budgets and resources;
- Maintaining records and statistics to evaluate and revise library performance;
- Performing tasks in support of the day-to-day operations of the library, including clerical activities such as photocopying and book processing;
- Using partner university systems to enable joint-course students to access university library resources.

All employee responsibilities:

- To maintain an awareness of and actively follow and promote Anna Freud's policies, including Equal Opportunities, Health and Safety, Safeguarding and Information Governance;
- To complete all Anna Freud mandatory training, including but not limited to Safeguarding, Health and Safety, Equality and Diversity and Information Governance, within the required timescales;
- The welfare of the children, young people and vulnerable adults who come into contact with our services either directly or indirectly is paramount and all staff have a responsibility to ensure that best practice is followed, including compliance with statutory requirements.

To be noted

This is not an exhaustive list of tasks; the employee will be asked to undertake other ad hoc tasks relevant with the scope and purpose of this role. This job description reflects the present requirements of the role, and as duties and

responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post-holder.

Person Specification

Before starting your application, please read the below in full to understand the requirements of this role. The key criteria which will help us to assess candidates are listed below. There is guidance to highlight at which stage the criteria will be assessed. **Please ensure all criteria listed to be assessed at application stage are evidenced in your supporting statement.**

Criteria	Assessment Method (Application/Interview/Task)
Qualification/training, experience and/or knowledge	
Professional qualification in a library / information related subject, or equivalent experience, and ongoing commitment to professional development.	Application/Interview
Experience of working in a library/information environment in a health, higher education, voluntary sector setting, or similar.	Application/Interview
Experience of managing a collection, and/or experience of library management systems and electronic and remote access technology.	Application/Interview
Experience of working in a job-share or other similar collaborative instance.	Application/Interview
Skills and/or abilities	
Ability to provide support to a diverse community of library users.	Application/Interview/Task
Ability to work both independently and as part of a team, managing own workload and prioritising conflicting deadlines with no supervision.	Application/Interview
Excellent communication skills, both verbal and written and high levels of digital literacy.	Application/Interview/Task
Experience of providing teaching/training in information skills to groups of library users, with varying levels of information literacy and/or academic experience.	Application/Interview/Task
Other requirements	
Commitment to the provision of a friendly, supportive and effective service, even when under pressure.	Application/Interview

During the interview(s), candidates will be asked at least one question regarding our values, and one question regarding equity, diversity and inclusion (EDI). We expect everyone to actively demonstrate our values and inclusive behaviours in all areas of their work. **Our values and EDI statement can be viewed [here](#).**

Equal opportunity

We ask our people to share their diversity dimensions with us as it helps us to identify, tackle and prevent any bias appearing across the employee lifecycle at Anna Freud. Monitoring this information allows us to understand how well our efforts to improve diversity, equity and inclusion are working. Your responses will be held securely by our HR team in accordance with our privacy policy and will not be seen by recruiting managers or the interview panel at any stage of recruitment, therefore your responses will not form part of our selection process.

Further support

We want to ensure all candidates can access and apply for our vacancies equitably, if you require any additional assistance to apply or would like to find out more about the role, please contact us on recruitment@annafreud.org. We aim to provide reasonable adjustments where operationally possible for the work that we do.

Post-interview

If successful after interviewing, you will be notified verbally with a job offer and pre-employment checks will be initiated.