

ALL SOULS COLLEGE – THE LIBRARY

Graduate Trainee Post

This is an exciting time to join the Library, at a period during which it is transforming the way services are delivered to students and researchers in a post-pandemic learning environment.

The Library, All Souls College, has c. 185,000 volumes, and is mainly devoted to law and history. The Library is for the use of Fellows of the College but it is also open to graduates and undergraduates of Oxford University reading law, history and other disciplines, as well as to bona fide researchers. The collections are rich in pre-1800 printed sources and there is a large collection of manuscripts dating from the 13th to the 19th centuries. The complete archives of the College are now housed in the Library.

The traineeship is designed to offer one year of practical experience of library work to those fully committed to embarking on a postgraduate course leading to a qualification as a librarian or information professional.

The successful candidate will have completed their first degree with at least a 2.1 or equivalent by the time of taking up the post, will show evidence of commitment to a future in librarianship, will be flexible, efficient, keen to learn, and good at dealing with people.

Training will be given on all aspects of the work of the Library, including acquisitions, reader services, and journals management. The trainee will have the opportunity throughout the year to participate in visits to other libraries and events arranged for SCONUL trainees by the University.

The Library is in the process of creating the posts of Reader Services Librarian and Archives Assistant & Records Manager, and the Trainee will have opportunities to work with both professionals.

Terms and Conditions

The hours of work are 9.30am to 6.30pm weekdays during the 8 weeks of Full Term (9.30am to 4.30pm in vacation). There is a lunch break of an hour. Lunch is provided by the College.

The Trainee post carries an annual salary of £21,630 per annum (university scale grade 3.2). The post-holder will be enrolled automatically in the Universities' Superannuation Scheme (USS). USS is a qualifying pension scheme, which means it meets or exceeds the Government's standards for pensions, and the College operates a salary sacrifice scheme in relation to the employee's contributions.

The holiday entitlement is as follows:

The post-holder will be entitled to 5.6 working weeks' paid holiday (including statutory public holidays or the equivalent if required to work on the May public holidays when the College is open) to be taken by agreement with the Librarian in Charge. The post-holder will be entitled to holiday during the College closed periods at Christmas/New Year time and at Easter. Overall paid holidays amount to some 37 days a year.

The appointment is a fixed term, twelve months' appointment, subject to one month's notice of termination on either side.

All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds, including candidates with disabilities, although it should be noted that the post-holder will be required to move between and within buildings which are not equipped with lifts.

Further information on the Graduate Trainee Scheme can be found at:

[Oxford Libraries Graduate Trainees | A Bodleian Libraries weblog](#)

Applications

Applications should comprise:

- a) A cover letter;
- b) A curriculum vitae to include your e-mail and telephone contact details as well as your address;
- c) Names and contact information for two referees, who will be contacted only after shortlisting.

These should be submitted electronically to library@all-souls.ox.ac.uk by 9am on Monday, 20th March 2023.

In addition to which the completed [Equality Monitoring](#) form should be submitted **separately** to the Bursary at staff.appointments@all-souls.ox.ac.uk. It will not be seen by those involved in the selection process, and plays no part in it, but enables the College to monitor the success of its equality policy (see website).

Interviews will be held on Wednesday, 19th April, 2023 (subject to confirmation).