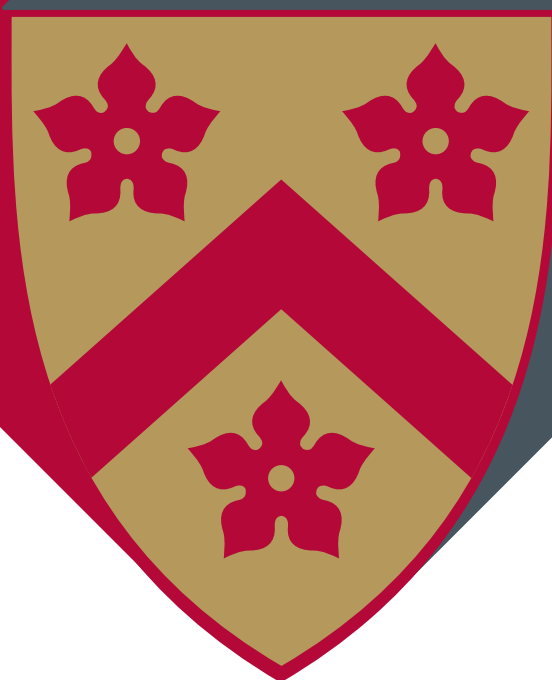


Candidate pack

Assistant Librarian Collections

12 month fixed-term contract



All Souls College
University of Oxford



www.asc.ox.ac.uk



All Souls College
Oxford, OX1 4AL



+44 (0)1865 279379

The College environment is unique compared to other jobs. All Souls has a unique aura of a hidden away place and then when you come in it's amazing.

Arjun Handa
Events Manager

About All Souls College

A registered charity and one of the 39 constituent colleges of Oxford University, All Souls is renowned globally for its support of world class academic research, as well as intellectual engagement with the wider world.

We have a proud history too. Founded by King Henry VI and Henry Chichele, the Archbishop of Canterbury in 1438, to commemorate the victims of the Hundred Years' War, our past Fellows include some prominent figures, including Sir Christopher Wren, William Blackstone, William Gladstone, Lord Curzon and Lawrence of Arabia.

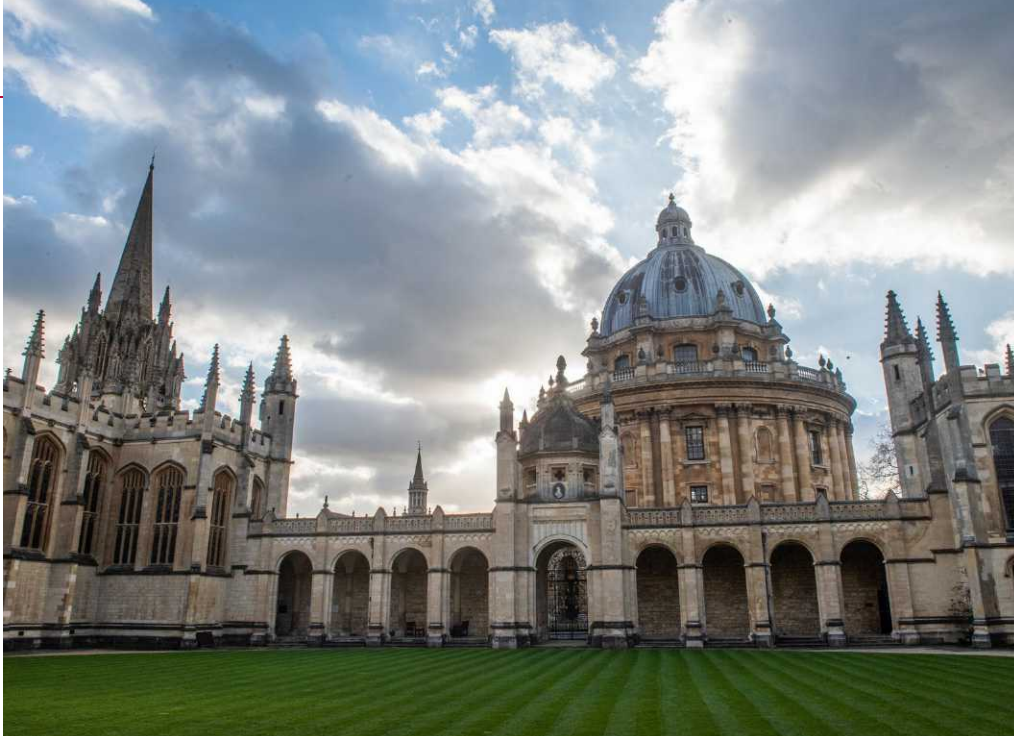
Today, nearly 600 years later, we are unique among Oxford colleges due to our distinct focus on supporting research and building connections between academia and public life. We have no undergraduate members but instead support a diverse community of academics ranging from those just starting their careers, mid-career postdoctoral researchers and those at the very top of their respective fields. Fellowships at All Souls are highly sought after and extremely competitive, with candidates undergoing a rigorous selection process.

The primary focus of the College is on promoting pure and applied research, as well as intellectual engagement with a wider world, with Fellows engaging in an array of academic disciplines, including history, literature, philosophy, law and science. We provide an intellectually stimulating environment where Fellows have the freedom to pursue their research interests independently while benefitting from interdisciplinary collaboration. While in the contemporary academic landscape, the College remains a beacon of excellence, attracting top scholars from around the globe.

With a rich history, distinguished Fellowship and unwavering commitment to academic rigour, the College continues to inspire and shape the minds of future generations of thinkers and leaders, making it a great place to work. As well as wonderful historical surroundings, our staff enjoy excellent benefits, including ongoing training and development. Together, they help to ensure the College remains a symbol of enduring scholarly tradition and innovation.

We look forward to receiving your application.





Welcome from the Domestic Bursar

Thank you for your interest in the role of Assistant Librarian, Collections at All Souls College, Oxford. We hope the information contained in this pack will make you keen to find out more. If you have the skills, qualities and experience it takes to be part of our team, we would very much like to hear from you.

Steve Evans, Domestic Bursar



Why work for All Souls College?



When you join All Souls College, you don't just get to enjoy a competitive salary while working in historic surroundings.



A contributory pension scheme



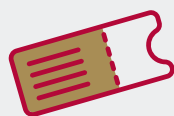
Private healthcare



An employee assistance programme



Meals while on duty



Bus ticket loan



Healthcare Cash Plan



Discounted fitness memberships



A generous holiday allowance



A staff team building day



Cycle to work scheme



An annual staff outing



Staff and Fellows' social events

We also provide a comprehensive range of benefits, as well as ongoing training and development for every employee.

Hear from our employees

Our employees talk about what makes All Souls College a great place to work.



“

All Souls College offer access to the university's training courses and provide a supportive environment for training and development.

Matt Kirk
Academic Administrator

“

All Souls College offers a friendly, welcoming team environment full of interesting people working alongside the academic research of the Fellows. There is a lot of opportunity to develop within your role.

Arjun Handa
Events Manager

“

You have time to develop thoughts and plans properly without excessive pressure. This cultivates the desire to provide your best work and the highest standards.

Matt Kirk
Academic Administrator



Assistant Librarian Collections

Grade 6 £34,982 (40 hours per week) plus excellent benefits
12 month fixed-term contract

Monday-Friday, 9.30am-5.30pm



About the Library

The Library, All Souls College is, like all Oxford college libraries, an independent institution. Unlike most other college libraries, however, current members of the University of Oxford and other researchers are admitted to the Library as Readers; this applies to both undergraduates and graduates, as well as to fellows, tutors, and researchers from other colleges, departments, and institutions.

Library Staff provide exceptional service and support to the Fellows of All Souls College, registered Readers (who are not members of the College), and researchers from around the world. The Library holds approximately 185,000 volumes; its strengths are in history (with notable military and naval history collections) and law, but it also supports other subjects.

What you will be doing

As Assistant Librarian (Collections) you will mainly be supporting the development and management of the Library's collections of books by ordering new items and administering the related payments, and supporting the research of All Souls College Fellows by fulfilling orders for recommended books. You will collaborate with the Library team on the creation and implementation of collections policies, and on book moves and strategy as we work on optimising space. This post will have responsibility for shelf checking sections of the Library's holdings, including parts of the special collections. You will also be integrated with the entire Library team, supporting Reader Services with front line work, including shifts on the enquiry desk rota and invigilating. There will be the opportunity for cataloguing work as well. No two days are the same in the Library, and flexibility and enthusiasm are key!

What you will need

We are looking for a proactive and enthusiastic professional with a background in collections development and management, and experience in library-related finance work and cataloguing. You will be able to balance attention to detail with prioritisation, enjoy working closely with colleagues but be willing to take initiative and work independently, and have strong IT skills – experience with MS Excel would be useful. As you'll be working with a variety of people in a fast-paced environment, communication skills are vital, and you'll need excellent spoken and written English. You will be encouraged to take ownership of your tasks and work, with support from your colleagues. Join us, and be part of the All Souls College team.



“There are excellent staff benefits. We are really well looked after.”

Helena Green, Catering

How to apply

Applications for the Assistant Librarian, Collections role should be submitted by email to staff.appointments@all-souls.ox.ac.uk by Friday 20th June 2025 and should include:

- ✓ **A covering letter.** Please ensure that your application clearly demonstrates how your skills and experience match the selection criteria listed in the job description as this will be used for shortlisting for this role.
- ✓ **A CV** including current salary details and contact details of two referees.
- ✓ Please complete the online **Equal Opportunities monitoring form** (optional) this will not be seen by those involved in the selection process and will play no part in the selection process, but the information provided enables the College to monitor the success of its equality policy.

If you would like an informal discussion about the post before applying, please contact the Acting Librarian in Charge, Gabrielle Matthews: library@all-souls.ox.ac.uk

Interviews will take place at All Souls College on 11th July 2025.

Any offer of appointment will be subject to the receipt of satisfactory references and successful completion of the pre-employment checks including documentary evidence of eligibility to work in the UK



Getting to All Souls College

Oxford, The City of Dreaming Spires, is a great city to work in, with world-class museums, scenic waterways and galleries filled with ancient treasures, Oxford offers a vibrant community with plenty to see and do.

All Souls College is right in the centre of Oxford and easily commutable by car, bus, and train.



Scan the QR link to find All Souls College on Google maps



By Car

All Souls College is accessible via the M40, M4 and A34, with easy access by car from London, leaving the M40 at Junction 8.

Please note: due to our city centre location there is no parking on site, although the city's park and ride service provides regular bus services to the city centre (or a short ten minute walk).



By Bus

Reaching the College is easiest by bus, with many of the main bus services available from the high street bus stops a 5 minute walk away.

We are close to or on all major bus routes including the main park and ride stops which are between a 15 to 30 minute bus ride away.



By Train

If you are travelling by train, you can walk to the College from the station in approximately 15 minutes or take a 20 minute bus journey.

Regular direct train services operate to and from London Paddington, Birmingham New Street, Manchester Piccadilly, Didcot Parkway and Bournemouth.

All Souls College is an Equal Opportunity Employer and welcomes applications from people of all backgrounds regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy or maternity, race, religion or belief, sex or sexual orientation.

All applicants must be eligible to work in the UK and will be asked to provide evidence of this.

All personal data supplied by applicants will be held and used in accordance with the [College Data Protection Policy](#).