Dear Applicant,

I am pleased that you are considering applying for the role of Librarian and Keeper of Manuscripts at The Honourable Society of the Inner Temple. Please find further information below and do also look at our website www.innertemple.org.uk and at the dedicated Library website www.innertemplelibrary.org.uk.

The Inner Temple is one of the four Inns of Court (the others are Middle Temple, Gray’s Inn and Lincoln’s Inn), which hold the exclusive right to Call candidates to practise law at the Bar of England and Wales. We play a central role in the recruitment, training and professional life of our members, who are primarily students, barristers and judges. The Inn provides continuing legal education after qualification and other services for members.

The Library plays a key role in providing excellent information services that support the legal information needs of its members. As the Librarian, you will be responsible for the delivery and management of a high-quality Library service. You will be reporting to me and working in close consultation with the Chair of the Library Committee.

If you would like to join the Inn, and be part of a friendly and hospitable team, please apply with a CV and a supporting letter, including details of your current remuneration package by 15 June 2020 to Zakiyah Kihl at recruitment@innertemple.org.uk.

Yours sincerely,

Greg Dorey CVO
Sub-Treasurer (Chief Executive)
May 2020
About the Inner Temple
The Inner Temple is one of the four Inns of Court and is responsible for calling barristers to the Bar of England and Wales. Its members are primarily Bar students, barristers and judges. The Inn provides education and training, including continuing legal education after qualification, and a range of other services for members.

The Library
The Inn’s Library was probably in existence by the end of the 15th Century – certainly by 1506 when the earliest known reference to it is found. Aside from books, it has an extensive and exceptional collection of manuscripts, the custodianship and care of which is part of the Librarian’s duties.

Library Holdings
The Library is used for reference only. The Library’s holdings now stand at around 70,000 volumes and cover principally the laws of England and Wales. Other areas of coverage include Scotland, European Community law, international law, parliamentary material and a large collection of the laws of Commonwealth countries. Some 500 serial publications of various sorts, including legislation, law reports, journals and loose-leaf releases, account for a high proportion of incoming material.

Library Reader services
Opening hours are normally 9am to 8pm from Monday to Thursday and 9am to 7pm on Friday. Each Inn also opens for one Saturday in four from 10am - 5pm with two members of staff on duty. All Library staff are required to participate in the rota for Saturdays and evening duties. Services to members include a continuously staffed enquiry point which deals with personal, telephone and written enquiries; a document supply service providing photocopies by scan/email or post; web services (Current Awareness blog, AccessToLaw); and legal research training.

Library Electronic services
All the PCs in the Library provide access to the catalogue, a range of online services, the Internet and Microsoft Office. Free Wi-Fi is available throughout the Library.

The Library uses the SirsiDynix library management system. The online catalogue includes the entire legal collection and most of the non-law collection. Serials control and acquisitions processes have also been automated. The online catalogue allows access to records of holdings both in Inner Temple Library and in the libraries of the three other Inns of Court; these are also accessible via the internet.

Library staff maintain the AccessToLaw website of legal resources (www.accesstolaw.com), which provides annotated links to over 1300 mostly free websites, and produce a daily Current Awareness blog (www.innertemplelibrary.com), which provides up to date information on new case law, changes in legislation and legal news. The Library also has a
Facebook page (www.facebook.com/innertemplelibrary) with information on library services, news and events and a Twitter feed (https://twitter.com/inner_temple/).

Commercial electronic services to which the Library subscribes include Electronic Immigration Network, i-law.com, JustisOne, Lawtel, Lexis Library, Practical Law, The Times and The Sunday Times, and Westlaw UK.

Temporary Arrangements
The Library is currently based at a temporary site at 10 Fetter Lane, due to a major refurbishment and redevelopment of the Inner Temple’s main Treasury Building – called “Project Pegasus”. More information about our plans is available here on our website. Work is due to end in Spring 2021 and the Library will then move back to its permanent location as part of our state-of-the-art legal education and training facility. A key role for the Librarian in their first year would be to prepare for that move.

Job Description

Key Responsibilities:
- Member of the Inn’s senior staff management team
- Responsibility for the overall management and administration of the Library and its employees
- Maintaining and developing the collections and electronic resources to meet the changing research and educational needs of members
- Development of library web services e.g. Library website, AcessToLaw gateway site and Current Awareness blog
- Managing the Library’s budget
- Acting as Secretary to the Library Committee and Books Sub-Committee and advising on Library policy, budget and the purchase of new material
- Liaising with the other three Inns’ Librarians on areas of shared interest and cooperating with other committees, Bar course providers, Chambers librarians, law libraries, publishers and other professional bodies
- Working closely with the Inn’s Education and Training Department and the Dean of Education in their work with students, pupils and established barristers on education and training initiatives
- Overseeing legal research training initiatives for students, pupils, clerks and outreach activities carried out by Library employees
- Overall responsibility for the manuscript collection and dealing with manuscript researchers
- Recruitment and induction of new Library employees
- Carrying out annual appraisals and mid-year reviews for Library employees and working with HR to identify the Library team’s training needs and address any employee issues that arise
Ensuring the publicity and marketing of the Library and its services are updated regularly: including Library’s website, social media platforms, electronic newsletters and guides

**Person Specification**

- Qualified Librarian with extensive experience in the legal sector
- Has a library and information services qualification
- Strong leadership qualities and has worked as member of a senior management team before
- Experience in leading and managing a team
- Demonstrable financial management and negotiation skills
- Receptive and flexible to change with the ability to respond quickly and adapt to developments within the Inn and the legal profession
- Ability to collaborate and build positive working relationships across the Inn and external suppliers
- An interest in and/or knowledge of manuscript and historic collections
- IT literate with sound knowledge of MS Office packages
- Excellent oral and written communication and presentation skills
- Willingness to work occasional evenings and weekends

**Remuneration package**

- Salary of £70,000
- 25 days' holiday (plus Bank holidays)
- Non-contributory defined contribution pension scheme where the Inn contributes 15% of the basic salary
- Private medical insurance
- Death in service (four times salary)
- Free lunch on weekdays when the Inn's kitchens are opened, a taxable daily lunch allowance when they are closed