

## THE HONOURABLE SOCIETY OF THE INNER TEMPLE

### JOB DESCRIPTION

<b>Job title</b>	Assistant Librarian (Training)
<b>Department</b>	Library
<b>Reports to</b>	Reader Services Librarian
<b>Responsible for</b>	Senior Library Assistant
<b>Main purpose of role</b>  Responsible for designing, organising and delivering the Library training output for members and library staff (with appropriate support).  This post also plays a key role in the provision of general library and legal enquiry services as part of the Enquiry Desk rota.	

<b>Duties and responsibilities</b>
<b>Training</b> <ul style="list-style-type: none"><li>• Responsibility for coordinating, developing, and delivering the Library training offerings to library user at all levels. This includes the library contribution to the ICCA bar course research training sessions in conjunction with the other 4 Inn of Court Libraries.</li><li>• Overall responsibility for developing and delivering library led Qualifying Sessions and regular pupil training sessions (in conjunction with the Education and Training Department).</li><li>• To coordinate, develop, and where appropriate, deliver training for Library employees through formal sessions and exercises in legal research skills (including the use of hard copy and web resources).</li><li>• To promote the use of new tools, resources and databases relevant to library services and training output. To include liaison with database providers to arrange external training for library staff and Inn members as appropriate.</li><li>• Integral to the development and delivery of the training and events programme for the Graduate Trainee.</li><li>• To be the main provider of bespoke 1:1 training sessions for library users (as part of a pool of staff who are available to deliver these sessions)</li><li>• To create training and research support materials in hardcopy and digital format, e.g. subject guides, research tips and VLE content.</li></ul>

- To contribute educational resources for the library social media with a view to raising the Library's profile and highlighting collections and services to members, the wider legal community and the public.
- To feed into the review and development of library outreach activities; participating in the Inn's wider outreach activities as appropriate.
- Contribute to Library reading lists to support the Inn's events programme
- To organising and deliver Library tours and induction sessions to library users at all levels.
- Updating the Library's current awareness blog as part of a rota.

#### **Reader Services**

- Dealing with personal, telephone and email enquiries and document supply service requests. Including specialist in depth and complex legal research enquiries as part of an enquiry desk rota.
- Assisting readers in their use library collections, resources, services, and facilities.
- Preparation and revision of library guides (including guides to online subscription services) and other publicity material for members.
- Reshelving books as required across the Library estate, including all Library basements. Participating in stock moves as directed.

#### **General**

- To be flexible within the broad remit of the role and undertake any other duties commensurate with the grade and level within the organisation

**PERSON SPECIFICATION**

	<b>Essential (E) or Desirable (D)</b>	<b>Assessment method</b>
<b>Experience and Knowledge</b>		
Proven experience of working in a legal information setting	E	Interview / Application
Demonstrable experience of delivering presentations, information skills sessions, and legal research training.	E	Interview / Application
Experience of designing and structuring training courses	D	Interview / Application
A detailed knowledge of hardcopy and online legal information resources for England and Wales	E	Interview / Application
Knowledge of or willingness to learn about legal research tools and resources in other jurisdictions	E	Interview / Application
Line management experience	D	Interview / Application
<b>Skills and abilities</b>		
Proven ability to work with accuracy and strong attention to detail and without direct supervision using own initiative	E	Interview
Excellent communication skills, both orally and in writing	E	Assessment / Interview / Application
Excellent IT skills, preferably including MS Office, web-based technologies, library management systems, and digital education/engagement tools.	E	Interview / Application
Effective interpersonal skills - the ability to converse with a range of people at all levels.	E	Interview
Confident public speaker	E	Assessment / Interview
Excellent organisational and time management skills	E	Interview
<b>Education and training</b>		
A professional qualification in library or information studies, or significant experience in the field of legal information management and training.	E	Application/ Proof of qualification
<b>Other requirements</b>		
Able to demonstrate a commitment to the values and objectives of Inner Temple	E	Interview
Willing to work occasional unsocial hours as required, including an Enquiry Point duty until 8pm on evening per week.	E	Interview

<b>Date of last update</b>	January 2026
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## **Terms of Employment**

Annual salary:	£43,978
Location of work:	Hybrid – 4 days on site and 1 day at working from home. Day to be agreed with line manager
Annual leave:	25 days' holiday (plus Public Holidays and discretionary Christmas closure)
Working hours:	Will work 35 hours per week during our operational hours, this will include occasional evening and Saturday weekend shifts (dependant on training schedule in place).

### **Employee Benefits:**

Private health scheme

Pension scheme (15% employer contribution)

Season ticket loan or cycle to work scheme available after completion of probation

Lunch provided free of charge daily when Inn's kitchens are open; a taxed daily luncheon allowance provided when they are closed

Group Life Assurance

Group Income Protection