



MORDEN COLLEGE

Interesting People Living Life to the Full

Job Advert

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| Job Title: | Archivist / Librarian |
| Job Reference: | CEO/2122/3809 |
| Working Hours: | Permanent Part Time – 14 hours per week |
| Salary: | £11,000 to £12,000 per annum, dependent upon experience |
| Location: | Blackheath, London, SE3 0PW |
| Closing Date: | Sunday, 24 October 2021 |
| Interview Date: | Date to be confirmed |

About Morden College

Morden College is a charity dedicated to supporting older people, providing them with residential care and residential nursing care if the need arises. We are a strong community, committed to enabling those we support to have the highest quality of life, for the rest of their lives. Our care services were graded Good in all 5 CQC inspection area ratings and we have been granted Hospitality Assured status.

We will provide you with a generous pension, 70 hours' holiday plus pro-rata bank holidays, subsidised meals, free onsite parking, and generous learning and development opportunities.

About the Role

We are looking for an enthusiastic and self-driven Archivist/Librarian to join Morden College to oversee the day-to-day operation of the library for our residents, and ensure that all documents, plans, photographs, pictures and artefacts are recorded on the main database of the archive holdings. Substantial experience of working in a specialist or academic library or archive would be essential along with a good working knowledge of all areas of archival practice including collecting, appraising and cataloguing.

About you

As Archivist/Librarian you will be organised and self-motivated with a positive “can do” attitude. You will have excellent communication skills and a keenness to deliver a good service to our residents.

About Applying

To apply please visit our website <https://www.mordencollege.org.uk/workforus/> . To have an informal discussion about this opportunity please contact the HR Department by e-mail on recruitment@mordencollege.org.uk or by calling 020 8463 8363.

We will accept CVs but if you will be shortlisted and take part to the interview process you will be asked to complete a full Morden College application form.

The closing date given is a guide only. There may be some occasions where we might have to close a vacancy once enough applications have been received. It is therefore advisable that you submit your application as early as possible to avoid disappointment.

Due to high volumes of applications, we are unable to respond to applicants whose qualifications and/or experience do not meet the minimum requirements for the post.

This post is subject to a Basic DBS check.

Morden College is an equal opportunities employer