



## **Job Description**

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<b>Job Title:</b>	Librarian
<b>Responsible to:</b>	Teaching and Learning Lead
<b>Location:</b>	Didsbury, Manchester
<b>Full Time:</b>	35 hours
<b>Salary:</b>	£29,500 - £31,500 depending on experience £25,000 - £29,000 entry level

### **Main Purpose of Job**

**The Librarian** is a key member of the college's academic team, responsible for implementing the vision and strategy for the College's learning spaces, information resources, and library services. This role leads the strategic acquisition, management, and evolution of the library's physical and electronic collections to ensure they support the College's students, curriculum, and research.

The Librarian's role also includes fostering a supportive learning environment. Offering a hospitable learning space, the Librarian is responsible for providing library services to all NTC students, NTC staff, and external members. Working as the leader of a small team the Librarian serves a crucial role in the development and support of students' research skills.

The College welcomes applications from qualified librarians as well as from motivated individuals who can demonstrate transferable skills and an eagerness to embrace a librarian role within a theological college.

The College is also open to receiving applications from lecturer-librarians. For qualified individuals who also meet the criteria for a Lecturer appointment, the role may be revised to include a defined component of teaching and research supervision.

### **Background**

Reporting to the Teaching and Learning Lead, you will be a people-focussed person with a passion for learning. You will work with the Academic leaders to develop a library strategy, and you will be fully responsible for the provision, management and development of library resources which support students, NTC staff, and external members. Working with other departments, you will be an integral member of the College team.

Nazarene Theological College is a research-led partner college of The University of Manchester. Situated in Didsbury, Manchester, the College is a Christian theological college and is shaped around a Christian ethos. Founded in 1944, NTC has some 250 students (both full and part time), across undergraduate and postgraduate programmes of study, representing a wide range of nationalities. The College also prepares candidates for Christian ordination in the Church of the Nazarene and beyond. The College also has a partnership with a sister Theological College for sharing NTC's library resources, and the librarian supports this partnership.

The College currently hosts multiple book collections, including the Hugh Rae Library, the Grogan Library, and the MWRC Library.

### **Main Duties / Responsibilities**

The **Librarian** will be responsible for:

- 1) Lead the regular review, development, and administration of all library-related policies (e.g., collection development, circulation, resource access, fair use/copyright) to ensure they are forward-thinking, digitally inclusive, and supportive of the College's mission and pedagogy.
- 2) Coordinating the library management system (OPALS) and online library resources (including, Perlego, ATLA & Religion and Philosophy through EBSCO).

- 3) Acquisition of print and electronic resources that are relevant to courses and are accessible to all students.
- 4) Supporting the provision of resources for courses delivered in Manchester and NTC's learning centres.
- 5) Cataloguing a range of resources according to set library standards (MARC 21).
- 6) Liaising with faculty and visiting lecturers to ensure that relevant resources are accessible to students.
- 7) Developing the information literacy skills of all users.
- 8) Managing the library budget: including providing regular updates to the Finance Office, and Library Committee
- 9) Administration of the Copyright Licensing Agency annual report.
- 10) Management of College's archivist, volunteer library assistants, and student workers.
- 11) Engaging with the wider life of the College, including membership of College committees.
- 12) Promoting the library to those inside and outside the College.
- 13) Working with the Director of the Manchester Wesley Research Centre to support its specialist collections.
- 14) Support for evening lectures
- 15) Be responsible in weekdays for the timely opening of the library

This job description is not exhaustive; the post holder may be required to undertake other duties as reasonably required by your line manager. You are required to follow all College policies and procedures at all times and take account of College guidance.

## Person Specification

<b>The Librarian will:</b>
1. Be fully committed to the aims and values of the College (required)
2. Have excellent written and oral communication skills (required)
3. Have strong organisational and administrative skills, demonstrating accuracy and attention to detail (required)
4. Be able to work individually and as part of a team, with a positive, adaptable and flexible approach to work (required)
5. Have excellent computer skills, with experience of using a Library Management System (highly desirable)
6. Be able to be creative and solve problems, confident to contribute to the development of the library (required)
7. Have an undergraduate degree, preferably in theology or a related field (required)
8. Be a professionally qualified librarian (desirable)
9. Have experience of working in a library, preferably within an academic institution (highly desirable)
10. Be able to develop effective relationships with academic staff, students and other library users (required)

## Nazarene Theological College Vision

As God's holy people we aspire to be a learning community reflecting the love of God as Father, Son and Holy Spirit. Dedicated to excellence in theological education we intentionally foster character formation within contexts that are both practical and reflective.

## Nazarene Theological College Employment Ethos

The College is committed to the active pursuit of an Equal Opportunities Policy which addresses the need and right of everybody in the College to be treated with dignity and respect, in an environment in which a diversity of backgrounds, traditions and experiences is valued. It aims to create the conditions whereby prospective and existing students and staff are treated solely on the basis of their merits, abilities and potential, regardless of any irrelevant distinction.

Application deadline: 31st January 2026

Interview date: early - mid February 2026

Start date: The preferred start date is mid-March 2026 but alternative dates would be considered.