

Who we are looking for

Sarum College are looking for an experienced colleague to lead the continuing development of our library including digital resources. They will be a team player who is enthusiastic about resourcing mature students in theological studies and formation for ministry. The post is full time.

What we offer

We offer:

- a college community where each staff member is known and valued
- a vibrant community of learning, with an eclectic and interesting mix of people coming for study, short courses, conferences and B&B
- a unique setting within Salisbury Cathedral Close, with easy access to the city centre
- a library of more than 50,000 books, a growing collection of e-books, a number of special collections and archives, and offering study, writing and research space
- a salary commensurate with the sector, with non-contributory pension provision and 27 days leave plus bank holidays, plus free college lunches for staff

Sarum College

The College's location in Salisbury Cathedral Close means that Sarum's community of learning is infused by a strong sense of prayer, worship and calm nurtured through many centuries.

Our students are mature students, often engaged in learning and formation around busy lives and careers. Currently we have around 100 students studying for ordained or licenced ministry in the Church of England, 40 on Postgraduate Study Programmes, and 70 on Spiritual Direction courses.

We also have a lively and varied short course programme, and we host visitors, national and international, staying for conferences or simply for B&B. An eclectic and interesting mix of people gather in the building including around meals, often sharing ideas and making new connections.

Our Ministry Formation and Postgraduate Courses are validated by Durham University, as part of Common Awards. We employ blended learning patterns, combining online learning and tutoring with residential periods. This includes online modules through Moodle, tutorials through Zoom, and marking of assignments through Turnitin.

The Library

The Sarum College Library has more than 50,000 books and provides an academic resource to support Sarum College courses, local clergy, visitors and other library members.

Our stock covers philosophy, theology, ethics, spirituality, liturgy, church history, world religions and culture. We have a large 'stack' of historical books, journals, and pamphlets as well as a number of special collections. Located in three rooms, the library gives space to study, write and read in an attractive, comfortable and friendly environment.

Students are able to search the library through the Heritage Library Management System, and have up to date access to digital resources through the Church of England Hub, EBSCO Discovery Service and the CLA Digital Content Store.

For more information see <https://www.sarum.ac.uk/learning/library/>

Librarian

The Librarian provides strategic oversight for the Sarum College library which includes digital resources. This role oversees the acquisitions, development, and accessibility of print collections, e-books, and online library platforms, ensuring that students and staff have the resources they need for study and research. They ensure that the library is a desirable destination for studying, and that learning resources are well-organised, user-centred, and in tune with the college's academic vision. They maintain effective systems, budgets, and policies.

The postholder provides induction for new students and responds to student enquiries, providing assistance in accessing digital and print resources. They liaise with the Church of England digital learning team to ensure students have up to date access to digital resources such as the Church of England Hub, and engage with external library networks. Currently there is a small team of library volunteers, and the postholder provides oversight and guidance in their tasks.

Our staff team works closely together, and the Librarian attends Academic Faculty meetings. We are looking for a colleague who will join us in our desire to see every student grow and develop in their gifts, and in our desire to reach new groups and markets.

Application and Interview

An informal conversation with the Academic Dean about the post can be arranged by contacting Mrs Jacquie Gallon jgallon@sarum.ac.uk

Please send your completed application form to Jacquie Gallon jgallon@sarum.ac.uk by the closing date of **12noon Friday 22nd May 2026**. Please note: only those applicants who send a completed Sarum College Application Form will be considered.

Interviews will be held on **Wednesday 3 June 2026** in College.

Shortlisted candidates will be contacted a week before the interviews. If you don't hear from us by then, then we are sorry to say that, though we have welcomed your application, you have not been shortlisted on this occasion.

Job Description

Job Title	Librarian
Line Manager	Academic Dean
Salary	In the range of £33872 to £36864 depending on experience, plus a pension contribution of 8.5% of salary to the nominated pension scheme, currently the Church of England Church Workers Pension Fund (Pension Builder Classic), and lunch in the Refectory on working days in College, when available.
Hours	The post is full time which equates to 37.5 hours per week. There is a requirement for the post holder to work in the College Library. Normal hours will be between 9.00 am and 5.30 pm Monday to Friday. Time off in lieu may be taken for working beyond normal working hours and there are occasions when it will be necessary to work outside normal working hours (during the evenings and on a Saturday) as the needs of the College reasonably requires.
Holiday	The annual leave entitlement is 27 days plus statutory holidays, including the days when the College is closed between Christmas day and the New Year.
Duration	The post is a permanent contract. A start date as soon as possible is looked for.

Please note:

Only candidates eligible to live and work in the UK should apply for the post and shortlisted candidates will be asked to provide proof of eligibility to work in the UK at the selection process.

Any offer of employment will be subject to receipt of satisfactory references, medical questionnaire, Confidential Declaration relating to safeguarding, and a satisfactory DBS check.

Appointment to the post is subject to a 3-month probationary period which may be extended.

Main duties and responsibilities:

1. To maintain and develop library services (print, ebooks, online libraries, scanned material) in line with the college's strategic development, and to develop use of the library.
2. To maintain close contacts with college staff and users to ensure the library offers a comprehensive service to all its users and is a desirable destination for study.
3. To attend relevant college meetings.
4. To contribute to marketing to promote the library space and service.
5. To curate a balanced collection of materials within budget, including e-resources, in liaison with academic staff (stock selection, weeding, cataloguing and classification).

6. To induct and assist library users in library use, including accessing online resources, searching databases and printed resources. To deliver appropriate teaching sessions and develop handbooks and guides to meet the needs of all user groups in printed and electronic format.
7. To source and obtain resources from other libraries on inter-library loan. To satisfy inter-library loan requests from other libraries.
8. To develop the appropriate use of IT systems to ensure students have up to date access to digital resources, including: keeping the Heritage Library Management System up-to-date, maintaining the library's web pages (in consultation with the Academic Dean), setting up and administering resources on the college's VLE (in consultation with academic staff and IT services), and administering Sarum's EBSCO Discovery Service and OpenAthens in liaison with the Church of England digital resources Team.
9. To adhere to legal requirements including copyright and data protection. To manage the college's processes for scanning extracts under our licence with the Copyright Licensing Agency (CLA) and communicate these to college staff. To provide links to the CLA Digital Content Store for uploading to the VLE.
10. To manage any library staff and volunteers.
11. To manage the various archives and special collections contained in the library including overseeing the cleaning, cataloguing and storage of the rare book collection, and of the St John Bible.
12. To maintain links with other libraries and external organizations to enhance co-operation and the services provided to users. To keep up-to-date with developments in the library sector.
13. To undertake or oversee all necessary administrative tasks.
14. To carry out other such duties as are required and as are commensurate with the grade of the post.

Person Specification

Essential

1. Be educated to degree level, with a qualification in Librarianship / Information Science or similar.
2. Experience of working in an academic library including digital resources and research support.
3. Awareness of the different areas of Christian theological studies.
4. Supportive of the aims and values of Sarum College as a place of theological learning and formation for ministry.
5. A desire to support students in their learning, including those being formed for Christian ministry.
6. Relate well to academic staff, students and volunteers.
7. Demonstrate excellent administrative, organisational and IT skills.
8. A willingness to be a continual learner, particularly in the development of online resources.
9. An enhanced DBS clearance

Desirable

1. A member of the Chartered Institute of Library and Information Professionals.
2. Experience in online delivery of learning, ideally through Moodle, and experience of Heritage.
3. An understanding of the Church of England.
4. To be aware of the challenges and opportunities that face an educational institution like Sarum College, and be willing to contribute to the wider life of the College.

April 2026