

RSCM Assistant Librarian Role Guide

RSCM works to positively promote the importance of effective safeguarding, holding to the Christian belief of valuing each person as someone who bears the image of God and is loved equally by God, and therefore should be protected from harm.

Appointed by: tbc

Reports to: John Henderson (Honorary Librarian and Archivist) and Fiona Wright (Executive Officer)

Location: Churchfields Estate, Salisbury

Purpose of the role: to assist with the maintenance and development of the RSCM Library

Key tasks

- General library work. Finding and filing books and music
- Minor maintenance of the RSCM Library catalogue under guidance
- Occasional stock checking

Possible tasks if skills permit

- E-baying surplus material

We are looking for people who have the following skills and attributes

- An interest in some of these areas: Church music, choral music, choir singing, or organ music.
- Some knowledge of choral and church music composers or repertoire.
- Comfortable with the use of computers and IT systems

RSCM will provide

- Relevant training.

Subject to

- Completion of RSCM Safer Recruitment Process including:
 - RSCM Confidential Self Declaration.
 - Completion of an RSCM-approved online safeguarding course.
- Accepting the terms and conditions of the Volunteer Agreement.