



## **Job: Freelance Project Co-ordinator**

**Hours:** 1 day a week for a period of 2 years (48 weeks each year). The hours can be spread over 2 days.

**Fee:** around £175 per day for a 7.5 hour day.

**Location:** The Gibson Library, 2 King Street, Saffron Walden CB10 1ES and some remote working

### **About The Gibson Library Society**

The Gibson Library Society is a registered charity which exists to support the Gibson Library, raising funds for items such as dehumidifiers to preserve the books, additional shelving, promotion (events and literature) and the provision of volunteer support to administer and maintain the collection and to assist visitors to access the collection.

The Gibson Library is an independent, historic library, and a registered charity of which Essex County Council is the sole trustee. Formerly known as the Saffron Walden Town Library and Victorian Studies Centre, the Gibson Library is one of only two Essex members of the prestigious UK-wide Independent Libraries Association, and the only one still operating as a lending library. It has an historic collection of more than 25,000 volumes, old maps, photographs, directories, periodicals and local history material. The collection was originally assembled in Saffron Walden in the 19<sup>th</sup> century and contains many works that relate to the history and natural history of the county of Essex. Books include beautiful medieval manuscripts, rare botanical illustrations and a strong local studies collection. The library also has a lending collection of more than 12,000 volumes which is continually added to. The Gibson Library is open to the public and all are welcome to visit to view the reference collection or to borrow books from the lending collection.

### **Role**

In order to raise the profile of the Gibson Library and its collections, the Society is embarking on a two-year project entitled Digital Discovery, which will make use of the internet and digital technology. We are commissioning a new website for the Gibson Library and the Society, acquiring a new digital catalogue to inform users of the Library about its unique collections and beginning the process of digitising the rarest and most noteworthy books in the collections. Alongside design agencies and catalogue suppliers, most of the work of producing website content, scanning books and inputting research data into the new catalogue will be carried out by volunteers. Wednesday is currently designated as the main volunteering day.

The role of Project Co-ordinator will be to manage the administration involved in the project and to organise and manage the work of the volunteers.

## **Responsibilities:**

- Managing the overall delivery of the project, reporting to the Trustees of the Gibson Library Society
- Liaising with the Digital Archive consultant and the sub-committee in planning the digitisation element of the project
- Supervising the training of volunteers in the use of the Bookscanner and the digital storage system
- Assigning volunteers to the digitisation project and managing their shifts using the TimeCounts app
- Implementing the digitisation priority list, to ensure books are digitised in the order of priority assigned by the Trustees
- Assigning volunteers to work on inputting data into the new digital catalogue and managing their time using the TimeCounts app
- Attending meetings of the Trustees and of the Digital Discovery sub-committee
- Regular communication by email, phone or Zoom/Teams with a member of the sub-committee to mediate queries or support
- Managing and collating information for monitoring the project and for its evaluation
- Liaising with the PR agency in planning and implementing the launch event

## **Person Specification**

### **Essential**

- Demonstrable interest in libraries, historic book collections and heritage projects
- Ability to communicate effectively with a range of stakeholders, trustees, volunteers and consultants
- Excellent organisational skills and attention to detail
- Excellent IT skills and willingness to learn and use volunteer management software
- Has initiative and the ability to learn quickly
- Experience of working to and managing budgets
- The ability to work well both as part of both a part of a small team and independently
- Commitment to equal opportunities
- Excellent oral and written communication skills
- Experience with accessibility requirements and consideration of dis/ability and equity

### **Desirable**

- Professional librarian qualifications
- Experience working with and managing volunteers
- Experience of/willingness to learn volunteer management software
- Experience of digital storage management
- Appreciation of and/or experience of book conservation good practice
- Experience of delivering training on software applications

## **Application**

Your application must include:

- A covering letter explaining why you wish to apply and outlining your relevant skills and experience
- A CV, detailing your relevant education and professional experience and qualifications

Please email your application to [society@gibsonlibrary.org.uk](mailto:society@gibsonlibrary.org.uk) for the attention of Kelly Cole.

Closing date for applications 2 March 2026.