

<b>Role:</b> Libraries Project Assistant	<b>Department:</b> Collections Team
<b>Reports to:</b> Libraries Curator	<b>Pay Band:</b> Grade 4 Lower - £31,925 - £35,134
<b>Location:</b> 50 South Gyle Crescent, Edinburgh, EH12 9LD	<b>Type of Contract:</b> Fixed-Term, 12 Month Contract. Full-Time, 40 Hours Per Week.
<b>COST CENTRE (e.g.:3CUZ):</b> 2001	<b>ACTIVITY CODE (e.g.: VSZ):</b> CLZ - P240006

## **JOB PURPOSE**

The National Trust for Scotland holds a collection of about 70,000 to 100,000 rare books across around 40 of its properties, and the majority of them are not yet catalogued in a central, digital repository. As such, the Trust is in the early stages of scoping and advocating for a multi-year programme of rare book cataloguing that will reduce the risks to our collections, improve their condition and open them up for interpretation and research access. In 2024, a Libraries Curator was appointed to develop and oversee this project.

This new temporary role of Libraries Project Assistant will work with the Libraries Curator to build the case for the Trust-wide cataloguing programme by conducting initial collections research, and further developing the emerging project methodology. The research and support provided during this fixed term role will provide new, valuable contributions towards the Trust's knowledge of its book collections and will prepare the way for the cataloguing the Trust's book collections. The postholder will help the Libraries Curator to develop understanding of the Trust's collections and their significance by researching and writing collection-level reports for each book-holding property. These collection-level reports will be held permanently in Axiell Collections, the collections management system, to serve as background information for the item-level cataloguing that will take place in the later, large-scale, project. The postholder will be actively involved in developing a base of knowledge about each collection that will be used to streamline the next steps in cataloguing, develop interpretation, and enhance research access.

## **KEY RESPONSIBILITIES AND ACCOUNTABILITIES**

- Using a variety of methods, including site visits, work independently to research and write thorough reports on the provenance, content and significance of each historic book collection held within the National Trust for Scotland.
- Liaise with property management teams when visiting properties and share the information gained through researching the books with property teams and key colleagues in curatorial, fundraising, and communications teams.
- Take the responsibility for the planning and execution of their trips to properties all over Scotland for multiple days and across all seasons, and administrate the logistics of the trips by contacting properties, filing expenses, and booking accommodation.

- Contribute to the development of an understanding of the significance of Trust collections by using the findings of the collections research, contributing to discussions about the significance of the Trust's book collections, and the implications of this for the larger cataloguing project.
- Work closely with the Libraries Curator in organising and administering ongoing advocacy and engagement activities with internal and external stakeholders
- Contribute to the planning and advocacy of the larger scale National Libraries Project by assisting the Libraries Curator in information gathering and data assessment.
- Assist Libraries Curator in completing any other duties regarding the National Libraries Project in order to progress the aims of the project.

## **REQUIRED QUALIFICATIONS, SKILLS, EXPERIENCE & KNOWLEDGE**

### **Qualifications**

#### Essential

- An undergraduate degree in a relevant subject.
- Driving Licence, valid for driving within the UK

#### Desirable

- A postgraduate degree in Book History or Librarianship, or equivalent experience.
- Working knowledge of at least one European language other than English, including Latin and Ancient Greek.

### **Experience**

#### Essential

- Thorough knowledge of rare book terminology and physical structure.
- Experience of researching and writing about historical books or libraries in professional or academic work.
- Proven track record of professional or academic work regarding books as physical objects such as research into bindings, imprints, provenance, ownership, and typesetting.
- Demonstrable knowledge of the movement of books, people and ideas across Europe, especially Great Britain, in the early modern and modern eras.
- Volunteer, professional, or academic experience in safely handling rare books.
- Volunteer, professional, or academic experience working with rare books in a library or research setting.

#### Desirable

- Experience working with archival sources and archival catalogues.
- Palaeography experience.
- Knowledge of preventative book conservation best practice and techniques.
- Experience working with library or collections management databases, especially Axiell Collections.

## **DIMENSIONS AND SCOPE OF JOB**

### Scale

- This role is based at Broadstone in Edinburgh and there will be regular travel to other locations to carry out research at Trust properties. These visits will involve overnight stays. Note that as the Trust's properties are often in remote or rural locations where public transport may be limited, there may occasionally be a requirement to travel to some of our island properties with collections, which is usually by boat. The Libraries Project work involves lifting and carrying books and accessing stores in parts of historic properties that are only accessible by stair.

### People Management

- No line management responsibilities.
- Possibility of work training and supporting volunteers.

### Finance Management

- Some finance management related to organising accommodation, occasionally raising purchase orders, and maintaining a record of their personal spending.
- Postholder will be expected to file their own expense reports.

### Tools / equipment / systems

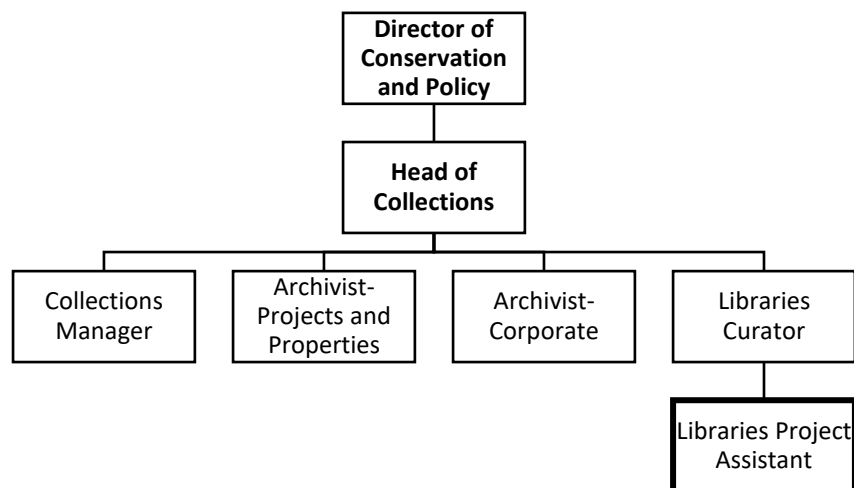
- Experienced user of standard Microsoft suite especially Word and Excel.
- Postholder will need to work with Axiell Collections Library module.

### Example key performance indicators and targets

- Postholder will be expected to work to achievable targets within the National Libraries Project such as visiting x number of properties per month and producing reports in a timely fashion. Length and complexity of reports will vary depending on the property, so these will be flexible targets, reactive to the needs of the project.

## Place in organisational structure

The Libraries Project Assistant will sit within the Collections Team in the Directorate of Conservation and Policy. Their Line Manager will be the Libraries Curator.



*The Purpose, Context, Key Responsibilities, and Person Specification reflect the requirements of the job at the time of issue. The Trust reserves the right to amend these with appropriate consultation and/or request the post-holder to undertake any activities that it believes to be reasonable within the broad scope of the job or his/her general abilities.*

## How to Apply

Interested applicants should forward their Curriculum Vitae (CV) and Cover Letter to the People Department, The National Trust for Scotland, by email via [workforus@nts.org.uk](mailto:workforus@nts.org.uk), by Monday 5<sup>th</sup> January 2026.

Interviews will be held on W/C 26 January 2026.

- Please ensure your CV includes your full name and contact details
- The CV file sent to us should be titled with your first initial and surname
- When submitting your CV please state the position and job location of the vacancy you are applying for in the subject title or body of your email: For example " Libraries Project Assistant - NTS