Head of Library Services

Priaulx Library

The Role

The Head of Library Services will lead the professional and day-to-day library functions of the Priaulx Library, ensuring its important collections are well managed, preserved and accessible.

Working closely with the CEO, the role combines **professional librarianship, collections and heritage management, research services, staff leadership and service development**.

Key Responsibilities

Lead the day-to-day delivery and development of high-quality library and research services.

Manage, support and develop Library staff and volunteers.

Oversee the acquisition, cataloguing, preservation, security and appropriate access to historic, rare and special collections.

Support researchers and promote wider public engagement with the Library and its collections.

Develop professional policies, standards and procedures for collections and library services.

Support digitisation, digital preservation and improved online access to collections.

Build effective partnerships with heritage, educational and research organisations.

Contribute to budget planning and ensure Library resources are used effectively.

Ensure relevant legal, regulatory, risk and professional requirements are met.

Advise the CEO and Council on professional and operational library matters.

About You

You will have:

A relevant professional qualification in librarianship, information management, archives, heritage management or a related discipline.

Significant experience in a library, archive, heritage or similar environment.

Experience of managing collections, including an understanding of historic, rare or special materials.

Experience of leading staff, volunteers, projects or services.

Strong research, reference and information-service skills.

Excellent organisational, communication and decision-making skills.

A collaborative and approachable leadership style, with sound professional judgement.

An enthusiasm for preserving and promoting Guernsey's documentary and cultural heritage.

Experience of **rare books or archives, digitisation, exhibitions or public engagement**, and knowledge of **Guernsey or Channel Islands history**, would be an advantage.

Scope of the Role

This is a specialist professional role, focused on:

Collections | Research | Librarianship | Heritage | Public Access | Staff Leadership | Service Development

The postholder will work within the authority delegated by the CEO and Council. Significant strategic, financial, legal or reputational matters will be referred for appropriate approval.

Routine clerical, financial-processing and general office-management duties are not part of the role and are provided separately.