Corpus Christi College

Parker Library Sub-librarian
Additional Information

Corpus Christi College is the sixth oldest college in the University of Cambridge. Founded in 1352 by the Guilds of Corpus Christi and the Blessed Virgin Mary, it bears the distinction of being the only College in Oxford or Cambridge founded by their citizens. The College has a 650-year commitment to teaching and research, carried out on the site of its original foundation in the heart of mediaeval Cambridge. It provides an academic and residential environment for approximately 60 Fellows and c550 students (300 undergraduates and 250 post-graduates), and currently employs approximately 120 staff. The main site is located in central Cambridge. Other accommodation is provided in five main satellites, including the extensive complex at Leckhampton in Grange Road, which provides accommodation for both students and Research and Visiting Fellows.

The College’s Parker Library houses a collection of manuscripts of world-historical significance. You will be part of a team which includes the college archivist, the staff of the Taylor Library (the College’s lending library) and the Cambridge Conservation Consortium, based at Corpus. The sub-librarian will be solely responsible for the day-to-day reading room service delivery. This role delivers an onsite service to readers, and you will therefore need to be onsite during your working hours as given below.

You will answer directly to Dr Philippa Hoskin (the Director of the Parker Library/Fellow Librarian). There will be occasional weekend and evening work and occasional travel (including abroad) with manuscripts to accompany the professional couriers. Time off in lieu is paid for work outside standard working hours.

Works with other college departments, particularly Communications, Development and Admissions

Conditions of Employment and Benefits
Below is a summary of the main terms, conditions and benefits of employment.

Remuneration: £30,502–£32,358 per annum.

Hours of Work: This is a full-time position working a 5-day week, including providing on site supervision for the Parker Library during its opening hours. The hours of work are 37.5 hours per week Monday to Friday. 9.00am until 5:30pm with one-hour unpaid lunch break.

Holidays: Paid leave is given for 27 working days and 8 Bank Holidays (or equivalent) per year (prorated for part time employees).

Pension: All eligible staff will be auto-enrolled onto the National Employment Savings Trust scheme (NEST) which is a contributory pension scheme. Further details are available from the Finance Office or HR.

Healthcare: The College offers a contributory Private Medical Insurance Healthcare scheme and a cash-back health plan available to all permanent staff which is non-contributory and a taxable benefit.

Death in Service: The College provides a Death in Service benefit at 2x basic gross annual salary for all permanent employed staff (not casual or temporary) under the age of 70.

College Facilities for Staff: Staff may attend many College events, as well as various social events for staff members. The College also has a wide range of facilities, many of which are available to staff, such as membership of the University Social Club, and the University Centre. Staff may also use the sports facilities at Leckhampton, which include squash, tennis courts and gym.

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**Meals**: A lunch allowance is also an added benefit, for use either in the College Hall or in the Pelican Bar.

**Car Parking**: Car parking is normally available at our Newnham House/Leckhampton site, although not guaranteed.

**Tax Free Childcare Scheme**: The College operates the Government’s childcare scheme which has replaced the previous childcare voucher scheme.

**Probationary Period**: The appointment is subject to an initial probationary period of 6 months. The probationary period may be extended at the College’s discretion.

*The College is an equal opportunities employer*