



JOB DESCRIPTION | LIBRARIAN (part-time)

About Fountain Court

Fountain Court is a long-established set of commercial barristers at the forefront of financial and commercial dispute resolution. Our members have a wide range of expertise across a range of practice areas and act in some of the highest profile and complex disputes.

About the Role

The Librarian will work in collaboration with junior clerks and other administration team members to play a vital role in the management of our physical and digital library, ensuring that our resources are current, well organised and easily accessible. The Librarian will also support members with subscription queries, access, renewals and price negotiations while also training users in accurate and efficient use of our assets.

This is an exciting time to join us and become part of a dynamic team.

The role will also offer:

- A competitive salary and discretionary annual bonus.
- FTE 20 days' holiday (in addition to bank holidays).
- Hybrid working opportunities.
- Performance learning and development training programme reviewed on an annual basis.
- A comprehensive benefits package including (salary sacrifice) auto-enrolment pension scheme with 5% Employer contribution, tax-free Private Medical Insurance incorporating an Employee Assistance Programme and access to Private GP services, Group Life, Income Protection Scheme, and an Interest-Free Season Ticket Loan.

Duties

- Overall day-to-day responsibility for Chambers' hard copy and digital library;
- Library management: monthly book ordering and security tagging, ensuring the physical library is kept in order with books catalogued and stored correctly at all times to ensure resources can be easily located;
- First point of contact for library related queries, including authority bundle requests (including preparation and guidance on preparation of e-bundles) and occasional research to locate obscure articles and cases;
- Online subscriptions: ownership of subscriptions' maintenance and access, ensuring members can access the portals, and primary responsibility for subscription renewals;
- Training, supervision and support to members, pupils and clerks: dealing with queries from members on how to use online databases and how to find information.

About You

- You will have c. 4 years of experience managing a relevant library facility and carrying out legal research.
- You will be professional, considerate, effective and articulate when communicating (both verbally and in writing) with Members and colleagues.
- You will have polished interpersonal skills with the ability to work as part of a team, and independently.
- You will be organised and proactive.
- You will have experience of using PDF software and IT and troubleshooting skills.
- Familiarity with LexisNexis, Lawtel, Practical Law, Westlaw, i-Law is important.
- You will have a strong academic record at A level or equivalent.
- You will have an unrestricted Right to Work in the UK.