

### Summary

Do you have an eye for detail and relish the chance to take ownership of your own project?

We are currently seeking an enthusiastic Library Management Assistant to help keep our Housing Rights Library in tip top shape and immaculately organised.

Housing Rights is the leading specialist agency in the provision of housing advice, information and training in Northern Ireland, Our library is a vital resource for ensuring that all our staff are kept up to date with the latest developments in housing. Our library holds over 1,000 items including books, research papers, legal journals, annual reports and legislation and all items are catalogued electronically on a database system.

You may be interested in developing skills and experience in library cataloguing or you may just want the chance to apply your administrative skills to a particular area of work.

### Location

Housing Rights office, Belfast city centre

### Time commitment

2 hours per week

### Tasks

- Using the online library cataloguing programme to catalogue new items and ensure all publications are correctly catalogued
- Filing publications according to category
- Ensuring that relevant material is archived
- Running regular library reports to notify staff and volunteers of the latest items added to the library
- Keeping the library clean and tidy
- Monitoring loans from the library
- Carrying out an annual audit

### You should be:

- Proficient with ICT and Microsoft packages
- Have attention to detail
- Reliable
- Able to work to your own initiative
- Well organised
- Willing to learn new skills

**We especially want to hear from you if:**

- You have previous experience of library cataloguing
- You have previous administrative experience

**Additional Information**

You will receive an induction and relevant training in order to enable you to carry out your role. You will have a designated volunteer supervisor and out of pocket volunteer expenses will be reimbursed within Housing Rights expenses guidelines.

We are committed to developing our volunteers, so all volunteers will receive monthly supervision meetings where additional training needs relevant to your role can be identified.