

Application for the Post of Director of Dr Williams's Trust (DWT)

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How To Apply for the Post of Director of Dr Williams's Trust and Details about Interviews

Please send an up to date curriculum vitae together with a letter explaining why you believe you are suitable for this role.

Applications should be addressed to our HR Advisers: The Personnel Consultancy Ltd and addressed to Diana Fenton diana@personnelconsultancy.com

and should include:

- a) A curriculum vitae
- b) A covering letter of no more than two pages explaining the candidate's reason for applying, and how the candidate believes they match the qualities that the Trust requires.

The successful candidate will have been educated to degree level and is likely to have other professional qualifications They will demonstrate knowledge of governance in the charitable sector, financial acumen, with a proven track record of accomplishment in fundraising and/or transformational change. This will be accompanied by an aptitude for strategy, a proactive, ambitious, and innovative outlook, the ability to understand and manage complex problems and a strong commitment to the heritage and history of the dissenting traditions and ministry. Candidates will need to persuade us they have the managerial, communication and interpersonal skills required to carry out the role effectively and demonstrate a commitment to widening access to and engagement with the Library and other services beyond traditional user groups.

The closing date for applications will be 9th November at 6pm.

First interviews with the Trust are expected to be held on 8 or 9th December 2020. and second interviews on 17th December 2020

If you are selected for second interview, we will ask you for the contact details of two senior professional referees who have worked with you recently.

Subject to statutory provisions, no applicant or member of staff will be treated less favourably than another because of his or her age, disability, gender reassignment, race, religion or belief, sex, sexual orientation, marriage, civil partnership, pregnancy, or maternity. In all cases, ability to perform the job will be the primary consideration.

DR WILLIAMS'S TRUST
VISION, MISSION, VALUES AND AIMS

VISION

Our Vision is to ensure that the past and continuing contribution of Religious Dissent to society is promoted and publicly recognised.

MISSION

The Mission of Dr Williams's Trust is to promote greater public and academic understanding of the contribution of Religious Dissent to the religious, cultural, social and political life of Britain, rooted in the Protestant Dissenting traditions, through education and training, research and the continuing development of the Library and the preservation and promotion of its collections for future generations.

VALUES

In pursuit of the Vision and Mission we will be guided by the following values:

- RESPECT – the vision of Dr Daniel Williams and of the diversity of the Protestant Dissenting traditions and their unique contributions to society and scholarship
- CREATIVITY - in responding to current and future challenges to ensure continuing relevance
- PARTNERSHIP – working with individuals and institutions who share our values for mutual benefit
- ENGAGEMENT – with our users, supporters, local community and the general public
- PROFESSIONALISM – in the effective use of resources and in all that we do as trustees, staff and volunteers

AIMS

1. To support education and research, drawing upon the library collections, to further public understanding of the contribution of Religious Dissent

2. To develop the library by the conservation of its historic collections and the promotion of broader access
3. To restore and develop the library building as the focus for the Trust's activities
4. To maintain and increase the range and depth of partnerships with institutions
5. To develop digital capacities in supporting of all aspects of our work
6. To support training for ministry and continuing education more widely
7. To maintain and develop an engaged and skilled trustee and staff team
8. To safeguard the current financial resources, and secure additional funds

26 June 2020

HISTORICAL BACKGROUND

The Charity of Dr Daniel Williams commonly known as Dr Williams's Trust

Dr Williams's Library dates from 1730 and is one of the oldest libraries open to the public. It is the principal library for the study of Religious Dissent, though the holdings are much wider than this suggests, with valuable literary collections, particularly for the nineteenth century.

Religious Dissent

The importance of the Library and its collections is derived from the crucial though largely unacknowledged role played by Religious Dissent in the development of modern Britain. Dissent dates from 1662 with the demand by a significant minority to be permitted to worship outside the Church of England as their consciences dictated. Arising from their minority status, they had a deep-seated commitment to the concept of religious (and therefore civil) liberty, being actively involved in political and social reform. They can be found in the vanguard of every major reform movement from the late eighteenth to the late nineteenth century: Friends of Peace, anti-slavery, parliamentary reform, agitation for civil and religious equality, educational reform and so on. Dissenters were responsible for many of those rights we take for granted today: the freedom to assemble for religious worship, freedom of speech, freedom of the press, and in time the removal of the Anglican monopoly in most areas of public life, notably education, politics and the law. Dissenters were excluded from Oxford and Cambridge until the mid-nineteenth century, and so established the University of London in 1826; the first English university to admit students regardless of religion. The present Library building is part of this story. It was built in 1848-49 to provide 'some permanent Memorial, educational or otherwise', to mark the passing of the Dissenters' Chapels Act, and so to perpetuate 'the great principle of unlimited religious liberty'. The Act was passed by Parliament to right a great wrong.

Library Collections

The Library houses both a book collection of international importance as well as a very significant collection of manuscripts, paintings and maps and other artefacts. The Foundation Collection consists of some hundreds of Spanish, Italian, Dutch and Flemish books dating before 1640, which include many rarities and some otherwise unknown titles. The historic collection mainly consists of eighteenth and nineteenth-century books, dating particularly from the



time when the Library became a general library serving a wide constituency of lay and clerical as well as ministerial readers. They included the poet Southey, the novelist Virginia Woolf, and the composer Gustav Holst. During the last decades the Library has refocused as a research library, to develop its collections. The manuscript collections include such treasures as the Westminster Assembly minutes, the Morrice Entering Book, and Richard Baxter's correspondence and treatises, as well as records concerned with the history of Dissent, and the modern archives of the United Reformed Church and the British & Foreign Unitarian Association. There are also a number of major literary collections, of which the most important are George Henry Lewes's library (with the annotations of George Elliot) and Henry Crabb Robinson's diaries and correspondence which include letters and references to most of early nineteenth-century romantics, such as Charles Lamb, Wordsworth, William Blake, Coleridge and Goethe.

Education



Education has always been an important part of the work of the Trust, and for over two hundred and fifty years the Trustees have offered bursaries for undergraduate and taught masters courses at Glasgow University. In 2019, in collaboration with the University, the Trust launched a part-time MTh taught in London at the Library. The Trustees wish to

expand further this collaboration with Glasgow and other British Universities, to develop courses which would not otherwise be available in London. The Trust is also seeking to develop the practical teaching provided by the Library and to offer short introductory and refresher courses on various aspects of the Library's work. They also wish to develop further the regular monthly seminars and conferences on subjects relating to Dissent or the Library's collections. The proposed redevelopment of the building includes a new teaching room, an expanded conservation studio with wet and dry areas, and the installation of state of the art media facilities in the Lecture Hall.

Congregational Library

In 1982 the Congregational Memorial Hall Trustees decided to transfer the management of the Congregational Library to Dr Williams's Trust and the books and manuscripts were transferred to Gordon Square.

For further information on the Trust and the library follow the link www.dwl.ac.uk

23 September 2020

DR WILLIAMS'S TRUST AND LIBRARY

THE REDEVELOPMENT OF THE HISTORIC LIBRARY BUILDING

In 2018 the Trust looked to build on the work completed a decade previously to provide modern, secure, storage for its historic collections that met the best modern conservations standards. The building in which the Library is housed was built for human occupancy not the weightier book and manuscript collections it was now tasked to bear. So before further renovation could take place the structural integrity of the building needed to be checked. The reports from the Structural Engineers employed made disturbing reading and led the Trustees to carry out a full evaluation of the alternatives for the future accommodation of its unique collections – stay in the present building and redevelop it, move to different premises in the same area, provincially or within a university context, or to join with another library by some form of merger. The results of the analysis showed an absolute benefit in remaining and redeveloping, and this course of action was unanimously endorsed by the Trustees.

Subsequent professional surveys of the Library building have not validated the very serious scenario with which Trustees were first presented but have not lessened the benefits that will accrue from the building's redevelopment. The Trustees see this as an unmissable opportunity to provide its collections with the most up to date storage and conservation facilities available, to enhance and expand the research and educational role of the Library, and to help secure its financial viability for many years to come.

The Trust has made an application for Listed Planning Consent to undertake the repair of the exterior, to replace the roof and insulate it, to remove the redundant services in the building, and to replace the drains. This constitutes phase 1 of the project.

Further internal work – bringing the reading room and lecture theatre up to date whilst respecting the historic features, completing the rolling stacks and paintings storage, refurbishing the lettable areas in the south wing and new Library facilities in north wing including a new conservation studio, as well as a second lift, and new entrance for the south wing - will follow as a second phase. The third phase will be the new bookstores, with controlled environments to the highest standards, in the courtyard at the rear of the present building and linked to it at several levels.

It is difficult until the planning process is completed, and it is known what restrictions may be put in place, to give any timetable, but the external

work and stripping out might take nine months, and the building of the new structures another six months, unless the contracts can run concurrently.

Dr Williams's Trust: Staffing

Full-time

Director
Conservator
Congregational Library Special Cataloguer
Resident Caretaker

Part-time

Finance Officer	2.5 days
Research Fellow	3 days
Assistant Librarian/Cataloguer	2 days
Cataloguer	2 days
Library Assistant	3 afternoons
Library Assistant	1 mornings/3 afternoons
Conservation Assistant	4 days

Volunteers

Volunteers usually work a day a week in the Library
1 rare book cataloguer
1 rare book conservator
2 volunteers working on the manuscript descriptions and updating the catalogue

Honorary Library Fellows

Barry Taylor, British Library, curator of Spanish and Portuguese collections.

Carlo Dumontet, former Rare Books Bibliographer at the V&A.

Marja Smolenaars, rare book cataloguer National Library of the Netherlands.

Tom Charlton, writer and broadcaster research fellow for the Oxford University Press edition of the *Reliquiae Baxterianae*

Mark Burden, editor of Dissenting Academies Online and assistant editor for the forthcoming CUP *History of the Dissenting Academies in the British Isles*.

Dr Williams's Trust

Job Description for Role of Director

Job title: **Director**

Contract: Permanent. Full or Part Time (minimum 4 days per week)

Location: The post is based in London

Reporting to: Trustee Body (including as appropriate to Board Committees)

Responsible for: all Trust staff resources (including employees, volunteers, consultants and/or sub-contractors)

Purpose of the role

The purpose of the role is to provide strategic and operational leadership to the Trust ensuring the implementation of its vision, mission and aims.

Key responsibilities

1. With the Trustees, to develop the Trust's strategic and operational plans, and to take the principal role in their implementation.
2. To provide leadership in effectively fulfilling the aims and objectives of the Trust by managing the staff, volunteers, service providers and consultants who work for the Trust.
3. To ensure that the Trust's organisational policies and practices, including human resources and health, safety and security policies, are up to date and fit for purpose and that the organisation is managed in accordance with legislative requirements and good practice.
4. As Secretary to the Trustees, to ensure that the Trust complies with and fulfils its legal, statutory and regulatory responsibilities and meets high standards of corporate governance.
5. To oversee Trust finances and work to ensure that new income streams for the Trust are identified with the aim of building a longer-term funding base for the organisation.
6. To oversee the management of the Trust premises and tenancies.
7. To ensure that an effective risk management process is in place and to advise the Trustees on developments and risks that might influence the Mission of the Trust.
8. To ensure that the management and development, and the conservation and preservation of, the collection takes place in line with good practice.

9. To develop the Trust's public profile and influence key stakeholders.
10. To lead on the Trust's digital transformation, including delivery of online services and the development of the Trust's website and use of social media.
11. To support education and research, drawing upon the library collections, to further public understanding of the contribution of Religious Dissent.
12. To develop good relationships with other related organisations and stakeholders, including the Congregational Library and academic institutions and to explore and develop partnerships. To enhance academic and community engagement with the library and its collections, especially with the Friends of Dr Williams's Library.
13. To develop, in partnership with the University of Glasgow, the Trust bursary scheme for ministerial education and training.
14. To ensure that equality and diversity underpin the work of the Trust.
15. To act and be seen to act in a manner befitting the charitable objects and mission of the Trust.
16. Any other reasonable duties as required.

Key relationships

The post-holder will be accountable to the Trustee Body and report to a named Trustee on a day-to-day basis. The post-holder will work closely with the acting Chair and the Chairs of the Library and Finance and Administration Committees.

DWT – Director - Person Specification

	Assessment Criteria	Essential / Desirable	Assessed by Application (A) Interview (I)
	Qualifications		
1.	Educated to degree level	E	A
2.	Professional (e.g. financial, legal, management, charity management qualification etc) qualifications / other than library & conservation qualifications and ministerial qualifications	D	A
3.	Library/Information Science /Conservation/ Archive qualifications	D	A
	Knowledge, Experience & Skills		
4.	Governance in Charitable sector	D	A & I
5.	Library and Information/Archive Services/ Conservation	D	A
6.	Fund raising avenues and opportunities	D	A & I
7.	Developing the Use of Digital Technology	D	A & I
8.	Contract & Legal Requirements and Financial Management	D	A & I
9.	Heritage and History of Dissenting Traditions and Ministry	D	A & I
10.	Leadership of Transformational Change	E	A & I
11.	Managing Working Relationships	E	A & I
12.	Excellent Communication and Influencing Skills	E	I
	Personal Attributes		
13.	Track record of achievement Self-starter working with limited supervision and proven ability to prioritise	E	A & I
14.	Commitment to Equality, Diversity and Community Engagement	E	A & I

Dr Williams's Trust

Post of Director

Terms and Conditions

Place of Work

Located in University Hall, Gordon Square, London, the building is currently undergoing a complete refurbishment and will re-open in 2022. Staff continue to provide a service from Trinity Chapel, St Matthew's Road Brixton. Please be aware that the work requires your presence at the Library. This is not a home-based role.

The post-holder will report to the Trustees.

Post: Permanent

Contract: Full time or part time (No less than 4 days per week). The full-time job holder will work Monday to Friday inclusive. Contractual hours: 9am to 5.30pm with an unpaid lunch break of one hour. If part time, contractual hours and days will be agreed.

The salary will be between £55,000 - £60,000 p.a. for a full-time appointment or pro rata for a part time appointment, with the precise figure to be negotiated according to qualifications and experience.

Pension: In line with the minimum statutory provision the employer's contribution from Dr Williams's Trust will be 3% with a contribution of 5% from the employee. If the employee will contribute 7.5%, Dr Williams's Trust will contribute a matched 7.5%.

Season ticket loan for public transport

Annual Leave

Five weeks of annual leave (25 days for a full-time role or pro rata) plus public holidays. Please note Dr Williams's Library shuts during the Christmas / New Year period and also from Maundy Thursday to Easter Tuesday. It will be expected that the job holder will use 5 of their 25 days holiday during the shutdown of the library on the weekdays which are not public holidays.