

**Candidate Briefing Document**

**The appointment of a**

**Director**

**Linen Hall Library**

**November 2009**



## Background

Established in 1788, the Linen Hall Library is the oldest library in Belfast and the last subscribing library in Ireland. It provides a free public reference service and is an independent and charitable body.



The Library is the leading centre for Irish and Local Studies in the north of Ireland. Its holdings range from its comprehensive holdings of early Belfast and Ulster printed books to the 250,000 items in the Northern Ireland Political Collection, the definitive archive of the recent Troubles. The Library is physically at the heart of Belfast and, more generally, at the centre of the cultural and creative life of the wider community.



The Library has undergone significant extension and revival over the last 25 years. A recent dramatic Heritage Lottery extension has provided the Linen Hall with 50% more space and facilities for a new century including a performance area and full disabled access. A quarterly events programme includes exhibitions, music, theatre, readings, lectures and also Linen Hall favourites such as book clubs and workshops. As a venue it holds an illustrious and unparalleled profile with guests and media in a historic city centre location. The strategy for the Library now is to become the primary cultural centre in the city of Belfast and increase its profile on the international stage.



To achieve its strategic aims, both culturally and commercially, the Linen Hall Library and its staff require the leadership of a strong individual, one who has the cultural appreciation and strategic ability to grow its range of collections and services on the international arena balanced with the commercial sense to ensure the Library's sustainability.

Fundamental to reaching this goal is the recruitment of a strong leader who has experience of or can demonstrate a passion in the arts and culture of Northern Ireland. He or she must also be able to lead the Library and its personnel through a period of time which has the potential to be one of significant change.

This opportunity is of significant importance to the future of the Library and should provide an exciting challenge for the right candidate; a challenge which in order to be fulfilled needs to be fuelled by a passion for culture and the arts.

Further information and background reading on the Library can be accessed online at: [www.linenhall.com](http://www.linenhall.com)



**Job Title: Director**

**Reporting to: The Board of Governors**

### **Job Purpose**

The Director is accountable for the performance of the Linen Hall Library and reports to the President who acts on behalf of the Board of Governors.

### **Role:**

As Accounting Officer, the office holder will be required to:

- Maintain and develop the role of the Library in the local community and give direction and leadership to implement the strategic goals and objectives of the Library
- Enable the Board to fulfil its governance function and support the work of the Board, in conjunction with the Office Bearers
- Take a lead role in the implementation of fundraising strategies
- Provide direction and leadership to staff to develop their full potential and maximise their effectiveness.

### **Responsibilities:**

**Strategy** – to lead the development and implementation of the Library's strategic plans taking account of the external environment.

**Library Services** – to oversee the development, promotion, marketing, and delivery of quality services provided by the Library to members, customers and stakeholders.

**Board Administration and Support** – to advise the Board members on policy development by government and other statutory bodies which affects the sector.

**Financial, Risk and Facilities Management.** – to be accountable for prudently managing the Library's resources within budget guidelines according to the current legal and regulatory framework and internal policies and procedures. To present the annual budget and recommendations to the Board for approval and to monitor accordingly.

**Human Resource Management** – to manage effectively the human resources of the organisation in line with the management structure and personnel policies and procedures that fully conform to the current legal and regulatory framework. To identify and implement relevant staff training and development.



**Community and Public Relations** – to ensure the organisation and its mission, programmes, products and services are consistently presented through a strong, positive image.

**Fundraising** – to oversee fundraising planning and implementation, including identifying resource requirements, researching funding sources, establishing strategies to approach potential and existing funders, submitting proposals and recording fundraising activities and appropriate documentation.

**The above is given as a broad range of responsibilities and is not intended as a complete description of all tasks. Other duties may be required that are commensurate with the nature and grade of the post.**

### **Summary**

This is a position that demands a highly effective individual who has managed an organisation or operation through a time of change and has the credibility and experience to manage a highly visible cultural organisation.

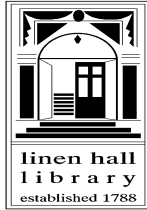
The potential candidate will be required to demonstrate strong business acumen, as well as an understanding of the current challenges facing the Library as an information and life-long learning organisation and, at the same time, have a genuine interest in and knowledge of the broader cultural and heritage role.

### **Essential Criteria**

- Demonstrable track record of operating at senior management level with full accountability for a significant department, operation or organisation and the ability to interact productively with a range of stakeholders
- Clearly demonstrable knowledge of libraries or a related cultural organisation and the role they play in the broader arts sector within Northern Ireland
- Demonstrable experience of developing and implementing strategic plans and delivering operational plans to budget
- Experience of securing and being accountable for public funding

### **Desirable Criteria**

- A relevant professional qualification (e.g. CIPD, CIM etc)
- A demonstrable track record of operating at senior management level in a customer orientated or membership organisation
- Experience of fundraising from private donors, the corporate sector, trust funds or other relevant sources
- Experience of managing multi-disciplinary teams, including performance management and staff development



## Competences

<b>Strategic</b>	Demonstrates a broad-based view of issues, events and activities and a perception of their longer term impact or wider implications.
<b>Leadership</b>	Motivates and empowers others in order to reach organisational goals and manage through a time of change.
<b>Creativity and Innovation</b>	Creates new and imaginative approaches to work-related issues. Identifies fresh approaches and shows a willingness to question traditional assumptions.
<b>Interpersonal Sensitivity</b>	Interacts with others in a sensitive and effective way. Respects and works well with others.
<b>Commercial Awareness</b>	Understands and applies commercial and financial principles. View issues in terms of costs, profits, customer and added value.
<b>Resilience</b>	Maintains effective work behaviour in the face of setbacks or pressure. Remains calm, stable and in control.
<b>Problem Solving and Analysis</b>	Analyses issues and breaks them down into their component part. Makes systematic and rational judgments based on relevant information.

## COMPENSATION, BENEFITS AND EMPLOYMENT TERMS

**Salary:** This position offers a salary within the band £40-£50,000. The overall level of remuneration will reflect the successful candidate's level of experience and overall capability.

**Benefits:** Defined benefits pension scheme based on final salary (NILGOSC); 27 days' annual leave.

**Employment terms:** In order to appoint the highest calibre of candidate, the Library is open to the idea of flexible working.