



**CANDIDATE BRIEF**

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**Casual Library Assistant**

MARCH 2026





## AN INTERNATIONAL SPORTING VENUE, A PROFESSIONAL COUNTY CRICKET CLUB AND A THRIVING COMMUNITY HUB

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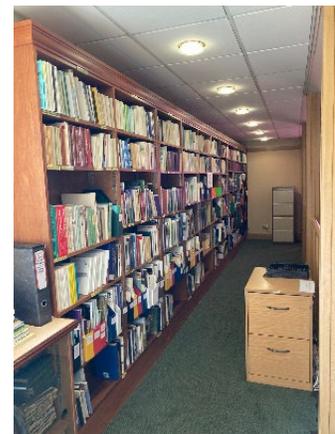
We are Trent Bridge, a cricket ground of global repute first established in 1838. We're proud of our illustrious history but mindful too that our future prosperity is reliant on continual investment in our facilities, our professional team and our lauded community programmes

Trent Bridge the home of Nottinghamshire County Cricket Club, is looking to recruit a Casual Library Assistant throughout the season (April to September).

You will be responsible welcoming and engaging with visitors using the Wynne-Thomas Library and supervising the use of the Library in addition to recording visitors' feedback and suggestions.

If you have excellent customer service and inter-personal skills, an eye for detail and strong administrative abilities we would welcome your application.

Thank you for your Interest



## **ROLE PROFILE**

**Job Title:** Casual Library Assistant  
**Reporting to:** Heritage Manager  
**Salary:** £13.00 per hour

### **1. RELEVANT GENERAL OBJECTIVES**

- Invest in Trent Bridge so that it retains its Test Match status and is seen as a year-round entertainment destination and as a hub for cricket in Nottinghamshire.
- Maintain the club as a financially and commercially sustainable organisation at the heart of our community.
- Innovating across all departments to create success through delivering the best playing, partner, member and supporter experiences in cricket
- Attracting, inspiring and retaining the best people by creating a playing and working environment that is enjoyable, challenging and fulfilling

### **2. SPECIFIC ROLE PROFILE**

The role within the Heritage Team will include:

- a) Welcoming and thanking visitors for using the Wynne-Thomas Library; and promoting visitors' use of / engagement with Library services, promotions etc
- b) Explaining current arrangements and conditions of use; and future options and plans for the Library
- c) Supervising the use of the library (eg: controlling numbers, book security)
- d) Enrolling Registered Readers; and issuing, recording, receiving and chasing books lent to NCCC members, staff and volunteers
- e) Seeking and recording visitors' feedback and suggestions; observing visitors' use of the Library; and communicating feedback and observations to the Heritage Manager
- f) Answering or referring general and research enquiries to appropriate volunteers and/or the Heritage Manager
- g) Co-ordinating a Volunteer Rota for matchday help
- h) Compiling and circulating update emails to Registered Readers
- i) Helping to classify and catalogue books, periodicals, articles, photos etc
- j) Re-shelving and checking the condition of books
- k) Receiving and classifying donated books
- l) Promoting book sales and heritage appeals, receiving cash payments and processing card payments
- m) Completing a daily record sheet, including library usage and income statistics
- n) Supporting heritage events, book sales etc held in the Library/Squash Court
- o) Recording and reporting environmental monitoring results

- p) Any other heritage tasks commensurate with the Library Assistant's skill set and Person Specification, as directed by the Heritage Manager.

## **EQUITY, DIVERSITY AND INCLUSION**

Nottinghamshire County Cricket Club is committed to being an Equal Opportunities Employer.

The Club recognises the benefits of a diverse workforce and is committed to providing a working environment that is free from discrimination.

The Club will seek to promote the principles of equality and diversity in all its dealings with employees, workers, job applicants, clients, customers, suppliers, contractors, recruitment agencies and the public.

All employees and those who act on the Club's behalf are required to adhere to this policy when undertaking their duties or when representing the Club in any other guise.

## **SAFEGUARDING**

Nottinghamshire County Cricket Club is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across our services and are committed to ensuring safeguarding practice reflects statutory responsibilities, government guidance and complies with best practice and the ECB requirements to ensure that all children participating in Cricket have a safe, positive and fun experience, whatever their level of involvement.



**PERSON SPECIFICATION****LIBRARY ASSISTANT****DEPARTMENT – CORPORATE SERVICES**

|                                 | <b>Essential</b>   | <b>Desirable</b>  |
|---------------------------------|--|---|
| <b>Experience</b>               | Customer service role  | Working with volunteers<br>Working in a Library                 |
| <b>Knowledge</b>                | Written and spoken English<br>Good knowledge of Excel, Word and Outlook  | Some knowledge of the history of cricket, NCCC and Trent Bridge |
| <b>Skills</b>                   | Excellent inter-personal skills<br>Strong verbal communication and listening skills<br>The ability to work well under pressure and without supervision<br>Good administration and organisational skills<br>Good keyboard skills  |   |
| <b>Qualifications</b>           | Minimum of grade 'C' GCSE in English and Maths   |   |
| <b>Qualities &amp; Attitude</b> | Ability to work alone and within a team<br>Friendly, enthusiastic and approachable, with excellent customer service attributes<br>Proactive, and willing to use own initiative<br>A thorough approach to work, and a strong attention to detail<br>Presentable and professional outlook<br>Availability and willingness to work some weekend hours | An interest in sporting history                                 |

**LIBRARY ASSISTANT**  
**DEPARTMENT – CORPORATE SERVICES**  
**WORKING REQUIREMENTS, 2026**

The Library Assistant will be expected to work from **12:00 noon to 4:30 pm** on the following matchdays in 2026 (timings in September are 30 minutes earlier).

*Please note: We recognise that these are ‘occasional’ working hours, but **please only apply for this role if you are definitely available to work on all of the days below** – except 7 & 28 July (see note).*

- Friday 24 April
- Saturday 25 April
- Sunday 26 April
- Monday 27 April
  
- Friday 8 May
- Saturday 9 May
- Sunday 10 May
- Monday 11 May
  
- Friday 12 June
- Saturday 13 June
- Sunday 14 June
- Monday 15 June
  
- Thursday 25 June
- Friday 26 June
- Saturday 27 June
- Sunday 28 June
- Monday 29 June
  
- Tuesday 7 July \*\*
- Tuesday 28 July \*\*
  
- Wednesday 2 September
- Thursday 3 September
- Friday 4 September
- Saturday 5 September
  
- Tuesday 8 September
- Wednesday 9 September
- Thursday 10 September
- Friday 11 September
  
- Sunday 20 September #
  
- Thursday 24 September
- Friday 25 September
- Saturday 26 September
- Sunday 27 September

\*\* It would be desirable – but not essential – that the Library Assistant is available to work on 7 and 28 July. If they are available, the specific working hours will be discussed and agreed.

# Hours may vary on 20 September and will be discussed and agreed with the Library Assistant.

Outside of their contracted working hours the Library Assistant will be welcome to watch the matches being played on the above dates.

## HOW TO APPLY

Please apply via our recruitment link at  
<https://nottinghamshirecountycricketclub.livevacancies.co.uk/#/job/details/43>

If you have any questions please email the HR Department at: [recruitment@trentbridge.co.uk](mailto:recruitment@trentbridge.co.uk)

Deadline for the application: **12:00 noon on Thursday 2 April 2026**

Interview date: **Thursday 9 April 2026**

No agencies please.

We reserve the right to close this vacancy early if we receive sufficient applications for the role.  
Therefore, if you are interested, please submit your application as early as possible

Candidates must be eligible to work in the UK and provide documentation to support this.

We are committed to safeguarding and promoting the welfare of children, young people and adults  
and expect the same commitment from all staff and volunteers

We are an equal opportunity employer. we celebrate diversity and are committed to building an  
inclusive environment for all employees. when submitting your details, please let us know if you  
require any support or reasonable adjustments during the interview process



**TRENT BRIDGE**  
EST. 1838

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Trent Bridge, Nottingham  
NG2 6AG

0115 982 3000

[recruitment@trentbridge.co.uk](mailto:recruitment@trentbridge.co.uk)