About Us

Magdalene College is one of 31 Colleges in the University of Cambridge and was re-founded by Lord Thomas Audley in 1542. The College occupies a delightful riverside site and has an eclectic range of buildings dating from the fifteenth to the twenty-first centuries, including the Pepys Building and the RIBA award-winning New Library. The College is home to a community of some 114 Fellows 590 students and employs roughly 110 staff.

The College exists to provide and promote undergraduate and postgraduate education within the University of Cambridge, and also to provide and promote academic research. In support of these objectives, the College has various permanently endowed trust funds held for special purposes in connection with the development of College facilities, for scholarships and bursaries and for other educational purposes.

Further information is available from the College’s website www.magd.cam.ac.uk.

Role Summary

Reports to: The Pepys Librarian

Background
The University of Cambridge has begun a project to investigate whether there is evidence of institutional benefit from slavery.

A number of Colleges have initiated parallel projects to examine their archival materials, with a Fellow responsible. In 2020 a scoping project, under the leadership of the Pepys Librarian and Keeper of the Old Library, Dr M E J Hughes identified some areas for further research.

Magdalene College Initiative / Project on Legacies of Slavery

In 2019-2020, the College made a preliminary investigation, setting terminal dates of 1650 to 1850 in the first instance. This scoping project looked at what, if any, relevant materials might be available within the College Archives and College collections under certain (provisional) headings. These were: memorials and monuments, naming (e.g. prizes, buildings), silverware, archival documents, benefactions.

The purpose of the work was to determine whether a more substantial investigation would be fruitful. The close focus of the project was on looking at whether there is evidence that the College has benefited from the slave trade. Benefit was considered in terms of reputational association with specific people and financial benefit through benefactions and so on. The work identified a small number of specific areas for further investigation and the Governing Body has approved the continuation of the project.

Purpose of Job
The College wishes to appoint a temporary part-time researcher (postgraduate/postdoctoral level) to assist in this project. This phase of the project is expected to result in a report for the Governing Body in the Easter Term 2023.

Department Information

Magdalene College has three libraries and the College Archives. We have recently completed a project to build a new student library and archives centre with greatly enhanced provision. The award-winning New Library comprises a superb working library, an Archive Centre with work room and environmentally-controlled storage (including rolling stacks) and an art gallery. There are additional plans to renovate the historic library buildings in First and Second Court, which will enhance our facilities for visitors, readers and conservation.
The New Library is our working library, used by students and Fellows. The library supplies resources in the form of books, DVDs, and electronic resources, and provides tranquil, well-equipped working spaces, to assist members of the College in their studies. Under normal circumstances, the 450 students and 70 teaching staff of the College have access 24 hours a day, 7 days a week to the library; and the library seeks to purchase core books in all subjects. There is seating currently available for 130 readers as well as office space for staff.

The Pepys Library is the collection of 3000 books left to the College by Samuel Pepys when he died in 1703. It is housed on the middle floor of the Pepys Building, along with office space for staff. It is used extensively by scholars and other readers as well as being open to the general public. From 1 October 2022, the Pepys Library is open to scholars (by appointment only) from 10am until 1pm and from 2pm until 5pm on Monday to Friday. The Pepys Library is open to the public for six afternoons per week, 2pm-4pm, Monday to Saturday, with seasonal closures over the Christmas and Easter periods and the annual closure for about three weeks in September. Tours (normally given by the Pepys Librarian) are arranged between 11am and 1pm on Fridays (prebooked via Eventbrite) or for groups on Friday afternoons or in the evening. School groups are also pre-booked (tours by the Deputy Librarian).

The Old Library is the historic library of the College, housing books, papers and a number of special collections. Containing important collections such as the papers of the Ferrar family (seventeenth century), books of A C Benson (early twentieth century), and the collections of the literary critic I A Richards (twentieth century) and Dorothea Richards, the pioneering mountaineer. With an impressive collection of books and maps from medieval manuscripts to fine printing of the present day, the Old Library attracts readers throughout the year. The T S Eliot, Rudyard Kipling, Mary Astell and C S Lewis collections are especially popular. The Old Library is open to the public on advertised occasions (normally the first Thursday of the month) and for one or more special exhibitions each term.

The College Archives have recently been moved to the new custom-made Archive Centre. The Archives contain a range of materials relating to the history of the College, including documents, photographs, personal papers, and other items. There is an Archives Handlist (not currently online) which is the main finding aid for the collection, however the College has recently subscribed to ATOM and there is a programme of cataloguing to enable the discoverability of the collections. Usually at least one or two of the exhibitions held each year include Archival material.

Job Description

Main Duties and Responsibilities

- To conduct research within the College Archives to identify any evidence that may suggest the College benefitted from the slave trade
- To understand how any benefit is defined and identify the evidence that supports the conclusion.
- Ensure the research and conclusions are clearly documented
- To assist the Pepys Librarian in the production of the report summarising the findings to be made available for the Governing Body meeting in the Easter Term 2023
- The researcher will be trained in the use of College resources by the Deputy Librarian (Pepys and Special Collections) and the College Archivist

Key Contacts

Internal
- The Pepys Librarian
- Deputy Librarian (Pepys and Special Collections)
- The College Archivist
Person Specification

Knowledge and Experience

- Experience of undertaking research at postgraduate or postdoctoral level
- Familiarity with working with archival materials, including online resources
- Experience of writing a report outlining research findings supported by evidence
- Knowledge of the legacy of the slave trade would be desirable
- Current graduate students will need the permission of their supervisor to join the project

Personal skills and abilities

- Excellent organisational and time management skills
- The ability to work in a structured manner and to meet deadlines
- Able to work as part of a team
Remuneration and Benefits

Remuneration
The salary for this role is £10.90 per hour.

Hours of Work
The requirement will be for the researcher to work on the project for approximately five hours per week for ten weeks, starting on or around 5 January 2023. It is anticipated that the researcher will complete a total of 50 hours on the project. The exact days and times are to be agreed between the successful candidate and the Pepys Librarian.

The researcher will be based mainly in the Old Library or the College Archives. Working from home will be possible for some hours, subject to approval from the Pepys Librarian.

Holidays
The College offers full time members of staff 33 days leave a year, including bank holidays, pro rata for part time staff.

Pension
The post holder may be eligible to join the College’s auto enrolment pension scheme with generous additional contribution options on completion of probationary period.

College Facilities for Staff
Staff are able to use the College student gym which consists of a weights gym and a room with cardio equipment. The College also has a squash court and Eton Fives court, these can be booked through the Porters’ Lodge. Basketball, tennis and volleyball courts along with football Astro pitches can be booked through St John’s College.

Magdalene is registered with Cyclescheme, a tax-efficient scheme for buying a new bicycle.

Meals
All staff working a shift of a minimum of 4 hours per day are eligible to take a free lunch. This includes permanent staff and those on a fixed term contract. The value of the meal is up to £5.90 per day.

Family Friendly Policies
The College offers enhanced maternity, paternity and adoption pay as well as generous sick pay for those who have more than six months’ service. This is in addition to the Flexible Working Policy. More details on all of these are in the Staff Handbook.

Staff are eligible to use the Tax Free Childcare Scheme introduced by the government to replace Childcare Vouchers.

Probationary Period/Notice
There will be a one-month probationary period.
How to Apply

Please download and complete both parts of the application form from: www.magd.cam.ac.uk/about/vacancies/non-academic

Send your completed application by email to the HR Manager, Hannah Millward, at hr@magd.cam.ac.uk.

The College postal address is: HR, Magdalene College, Magdalen Street, Cambridge, CB3 0AG

Enquiries
Further enquiries about your application may be made by email to the HR Manager, Hannah Millward.

Closing Date
Please submit your application by 9am on Monday 12 December 2022.