

Greenhill Library
Hemper lane Sheffield S8 7FE
Charity no. 1,158,656 FRIENDS OF GREENHILL LIBRARY



JOB DESCRIPTION

Job Title: Library Development worker

Based at: Greenhill Library, Hemper Lane, Sheffield S8 7FE but often working at Lowedges Community centre

Hours: 16 hours per week spread over 3 or 4 days, starting August 2019

Salary: £20,475 pro rata (based on FTE 37.5 hour week) plus pension contribution based on gross salary

- Holiday entitlement will be 25 days exclusive of 8 bank holidays, both pro rata. Actual entitlement (over 12 months) of 10.66 days (79.95 hours) annual leave plus 3.5 (26.25hrs) bank Holidays.
- The period of notice is four weeks on either side

Contract Period: 2 years. Closing date for applications Friday 28 June. Interviews. 8th July

BACKGROUND TO THE POST

Friends of Greenhill Library was set up by volunteers in 2014 to take on the running of Greenhill Library and to provide Library services in Greenhill, Lowedges and Bradway.

AIM OF THE ROLE

To improve the library use of people in Lowedges Sheffield with a particular focus on –

- Initiating and developing community engagement to establish local need and requirements to which the library can contribute in a creative and positive manner.
- Providing greater access to borrow books by developing a volunteer run mobile library for Lowedges – provisionally to be kept in the Lowedges community centre
- Engaging with Lowedges academy through assemblies and class visits
- Providing an occasional book sale at Foodcycle, Lowedges community centre or other.

KEY TASK AREAS

- To proactively lead on the development and promotion of the library in Lowedges as a book lending service and as a community health improvement asset.
- To develop a clear understanding of types of books that are popular in the area
- To contribute to the ongoing smooth running of the Greenhill Library service, by ensuring that there is good liaison about the developments in Lowedges
- To work in collaboration with the Volunteer Co-coordinator (VC) to ensure that volunteer vacancies for Lowedges are filled by supporting the VC in identifying and recruiting volunteers. To report to the VC all issues pertaining to these volunteer staff such as absence and training needs and to develop strategies to successfully manage such matters. To so train volunteers that project will continue without your role after 2 years.
- To regularly review provision, identify gaps and work with partner agencies to develop ways of filling those gaps effectively, through co-design and co-production with the users themselves.
- To develop mechanisms to ensure the opinions of volunteer library staff (working in Lowedges) feed into the library and related project development and growth.

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- With your line manager to methodically gather monitoring data and report back to funders as required.
- To review the effectiveness of project delivery at the library implementing improvement plans and strategies as required.
- To evaluate and plan own work load in line with project requirements.

To carry out any other duties as reasonably requested by your line-manager and/or the trustees.

Person specification

<u>Experience</u>	<u>Essential</u>	<u>Desirable</u>
Experience of initiating new projects		√
Experience of working in the voluntary or community sector either paid or unpaid	√	
Experience of working with the public in a front facing role	√	
Experience of working with people from different socio-economic backgrounds		√
<u>Skills and abilities</u>		
The processes involved in running a city library		√
Able to build networks and partnerships		√
Ability to work as part of a team and on own initiative	√	
Methodical and organised approach to work	√	
Able to write reports and manage administrative tasks	√	
Budget management and reporting		√
Good verbal and written communication skills	√	
Able to prioritise, work to tight deadlines	√	
IT literate with experience of Microsoft packages	√	
Understanding of and commitment to inclusion, diversity and equal opportunities	√	
<u>Personal qualities</u>		
Reliable and positive	√	
Excellent time keeping with a flexible and innovative approach to project delivery.	√	
Flexible with regard to work practices	√	
Able to work in a busy environment	√	
Full driving licence		√

Outline working practices.

Job to be based at the library and Community centre but flexible working to allow work from home and in the community (monthly time sheets to be completed).

Initially to meet weekly and then monthly with the line manager (A trustee)

Travel expenses from Greenhill Library.

Computer to be supplied for work purposes only, during the duration of the project.

Full disclosure DBS check will be required. Work to lone working polices.

If you wish to discuss this job further please email Patrick.coghlan.greenhill@gmail.com

