



## **JOB DESCRIPTION**

**Job Title:** Library Engagement and Events Coordinator

**Location:** Across both our library sites but primarily in Lowedges

**Hours:** 16 hours per week, flexibility on days and times

### **Salary & Benefits:**

- £21,294 pro rata (based on FTE 37.5 hour week)
- 5% pension contribution based on gross salary and employee contributions
- Annual Leave entitlement will be 25 days exclusive of 8 bank holidays, both pro rata. Total actual annual entitlement is 106.2 hours.

## **JOB PURPOSE**

- Working with a wide range of local residents, groups and organisations to increase community engagement and use of our community libraries.
- Contribute to the retention an active library service across both locations.
- To support the delivery of activities, primarily in Lowedges, that meet the needs of local people whilst fulfilling the libraries key strategic aims.

## **MAIN DUTIES AND RESPONSIBILITIES**

- To proactively lead on the continued development of the library in Lowedges
- To support and increase the use and engagement with both Greenhill and Lowedges libraries using a variety of approaches and in collaboration with library volunteers and trustees (including but not limited to events, promotional campaigns, distributing literature)
- To work in partnership with a range of local organisations and people to support the delivery and success of our libraries
- To undertake, as needed, duties associated with delivering a library service (including but not limited to operating front desk, book lending, stock rotation, stock replenishment).
- To take the internal lead on the delivery and coordination of key community need activities (including but not limited to Adult Literacy, Digital Skills, Homework clubs)
- Work in collaboration with the Volunteer coordinator (VC) to recruit and train new volunteers as needed
- Collect and report back on our delivery using both quantitative and qualitative data (including stories of difference) and where applicable report back to funders as required
- Work flexibly and creatively to ensure the library service caters to local need adapting delivery or approach where required
- To carry out any other duties as reasonably requested by your manager and/or the trustees.



## PERSON SPECIFICATION

<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>
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		√
Experience of delivering or facilitating group activities		√
<b>Skills and abilities</b>		
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	√	
<b>Personal qualities</b>		
Excellent team player, willing to work closely with others	√	
Clear and direct communicator	√	
Reliable with a willingness to work flexibly	√	
Enjoys working in a busy and fast paced environment	√	
Full driving licence		√