

BRANSTON AND MERE PARISH COUNCIL

JOB DESCRIPTION

Post Title:	Library Coordinator (Permanent)
Hours:	18 hours per week (including Saturday working)
Salary:	NJC for Local Government Scale, SCP 7-12 £22,369 - £24,496 pro rata
Reports to:	Clerk
Staff Responsible For:	Nil

Role Overview:

An enthusiastic, friendly, and professional manner are essential to the position of Library Coordinator to ensure the smooth running and daily operations of the Branston Community Library. The Library Coordinator will oversee all aspects of volunteer co-ordination and activities including external group visits, children's craft days and events whilst working in partnership with outside agencies including Lincolnshire Libraries. You will be responsible to keep the library in good order as the Branston Community Library is a busy Community Hub. It is essential the Library Coordinator can interact and communicate confidently with library volunteers, library members and visitors who use the services provided.

Main Duties:

1. Responsible for the day-to-day service provision including the supervision and development of library volunteers, training, priority setting and motivating team members.
2. Setting and managing a volunteer rota ensuring the library is fully staffed when open to the public.
3. Effectively organise counter services, housekeeping routines, administrative and financial procedures including reservations and stock rotation, library system transactions and the re-shelving of library materials.
4. To undertake bookings for the use of the library and facilities.
5. To possess excellent interpersonal and communication skills with the ability to liaise with members of the public in a friendly and professional manner and be the first point of contact for partnership agencies.
6. Plan and run events/visits including children's activity days, monthly craft sessions and Lego clubs whilst demonstrating enthusiasm and encouragement to service users and build library membership.
7. Maintenance including the unlocking/locking of library premises, management of book displays and notice boards ensuring the library always looks inviting.
8. To ensure accurate record keeping relating to income and expenditure, volunteer hours worked, visitors to the library and performance management information.
9. The ability to input, retrieve and interpret data received by various sources.
10. Use marketing tools including social media sites such as Facebook to promote the library.
11. To undertake general office duties. Dealing with queries from members of the public, answering telephones, filing, photocopying, scanning, checking stock, asset management and ordering of supplies.
12. To undertake training as and when required.
13. Such other duties as may be necessary, which are within the capabilities of the postholder.

Additional duties: The above is not an exhaustive list of duties, and you will be expected to perform different tasks as necessary within the organisation and the overall business objectives of the organisation.

Library Coordinator Person Specification

Specification	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSEs including GCSE Maths and English or equivalent. 	<ul style="list-style-type: none"> First Aid
Experience	<ul style="list-style-type: none"> Administrative experience working in an office environment. Experience of managing volunteers or employees. Experience of engaging and encouraging children to be creative. Ability to deal with individual personalities effectively in wide range of circumstances. 	<ul style="list-style-type: none"> Previous experience within a library or community hub setting. Experience of organising imaginative and creative craft sessions. Event planning.
Skills and Knowledge	<ul style="list-style-type: none"> Excellent use of computers and software packages, in particular Microsoft Office suite. Excellent interpersonal and influential skills. Organised and efficient, an ability to deal with tasks in an organised way as swiftly and effectively as possible. Use of social media platforms. 	
Personal Qualities	<ul style="list-style-type: none"> A flexible approach to working such hours as are necessary to meet the demands of the service as evening and weekend working will be necessary. A willingness to undertake further training. Able to work co-operatively within a team environment as well as alone when required. Able to maintain a safe work environment. Ability to work under pressure and demonstrate commitment to achieving targets on time and to the required standards. A good public facing manner and ability to communication with members of the public in a professional and courteous way. 	<ul style="list-style-type: none"> Friendly, open, and welcoming personality. Ability to engage with adults and children.

A copy of the application pack is available from Branston and Mere Parish Council by contacting Angie Driver, Parish Clerk, on 01522 853269 or email clerk@branstonpc.co.uk
Alternatively visit our website at www.branstonpc.co.uk

Completed Application forms evidencing how you meet the job description and person specification may also be supported by a CV.

Closing date for applications is midday on 12th May 2023 (interview date to be confirmed).

Branston& Mere Parish Council reserve the right to re-advertise the role should insufficient applications be received.