

Culture Perth and Kinross

Job Description

Job Title	Library Co-ordinator - Sustainability
Salary	£30,794.59 (pro rata)
Hours	28 hours per week – <i>This post includes evening and weekend working to meet the requirements of the events programme and community engagement.</i>
Location	Based at either Blairgowrie, Strathearn, Loch Leven or Breadalbane Library
Reports to	Libraries Manager
Responsible for	Volunteers
Contract Length	1 year

Job Purpose

- To develop and deliver a high-quality and sustainable programme of public events and initiatives that support the positive promotion of climate change and sustainable living.

Main Accountabilities:

- Plan, organise and support the delivery of a broad range of public educational talks and workshops detailing the positive impact that lifestyle choices can make to the environment
- Engage with community groups in Blairgowrie, Kinross, Crieff and Aberfeldy and their surrounding areas with an aim to develop appropriate partnerships that will encourage libraries to become Hubs for information, resources and meeting spaces on the theme of sustainability.
- Work with the Libraries Manager and the Learning and Engagement Manager to recruit and maintain a team of volunteers for various Library sustainability programmes
- To liaise with relevant colleagues and external organisations to identify opportunities to introduce and embed sustainable practices within CPK Libraries
- Work in tandem with the existing “Library Coordinator – Sustainability” based at the AK Bell Library to develop and share ideas and projects to better support communities and CPK to make positive changes towards sustainable living and practice
- Develop a range of resources supporting the exploration of eco-fiction and linking to reader development activities
- Liaising with the library supervisors in Aberfeldy, Blairgowrie, Crieff and Kinross to ensure their teams are positively contributing towards the programme
- More widely liaising with the CPK Public Programmes, Exhibitions, Learning, and Library Development teams to co-ordinate the delivery of a high-quality, sustainable, and cohesive events programme across the organisation and its venues

This job description is not all encompassing. Over time the emphasis of the job may change without changing the general character of the job. Your duties may be reviewed from time to time and revised and updated in consultation with you to reflect appropriate changes.

You will work evenings and weekends as required to meet the requirements of the events programme.

Knowledge and Experience:

Essential

- Previous experience of managing and delivering events or engagement programmes, ideally in a library, cultural, community, or environmental setting
- Excellent demonstrable knowledge of current issues and trends around sustainability, climate breakdown, and/or the environmental movement
- Experience of networking and developing effective partnerships
- A demonstrable interest in libraries and reading
- Excellent oral and written communication skills
- Good time management and organisational skills
- Proficiency in Microsoft Office and standard office IT equipment
- Ability to work independently and as part of a team
- Access to a car to travel between rural areas
- A commitment to equity and social justice in all its forms
- Understands and adheres to health and safety policies and procedures
- Two Highers or equivalent

Desirable

- Experience working with volunteers
- Familiarity with reuse and repair programmes and facilities
- Experience working in a library or similar community-focused environment