

CULTURE PERTH & KINROSS

Job Profile

Job Title	Library Development & Engagement Co-ordinator
Salary/ Scale / SCP	TAS 7, SCP 5054-5061 (£38,310.39 - £42,252.17 per annum)
Location	AK Bell Library but covering services across Perth and Kinross
Working Hours	36 per week however some flexibility as to times and days required to help support service during opening hours and evening events.
Working Days	5 days, Tuesday-Saturday
Reports to	Library Manager
Responsible for	Senior Support Assistants, Volunteers

Job Purpose

Having regard at all times to equalities, diversity and inclusion, support and increase community, groups, and individual engagement with Library Services in Perth and Kinross, promoting deeper engagement with resources, services, events, and activities which support reading for enjoyment, health and wellbeing.

Main Accountabilities

It should be noted that these are not exhaustive but give direction to the role and responsibilities of this post. This post has limited opportunities for homeworking due to the service-based, customer facing nature of the role.

All library employees are expected to carry out their duties in accordance with the CILIP Ethical Principles, including supporting intellectual freedom, equitable access to information, evidence-based practice, and the provision of inclusive, impartial library and information services.

- To work with Library staff to encourage use of library spaces, resources, and information to improve the health & wellbeing outcomes of individuals and groups.
- To develop and support Library staff to deliver events and activities which support the achievement of organisational priorities, and which engage underrepresented and marginalised groups and individuals in communities.
- Seek out and support fundraising opportunities, developing and submitting funding applications to support relevant library priorities as appropriate.
- Manage the work of Library support staff responsible early years and Prison Services.
- To support Library staff, implement local development and team plans co-produced with communities including attendance at community meetings which advance these as appropriate.
- Undertake regular evaluative activity across services to ensure these are aligned to the needs and interests of service users and communities.
- Ensure the Customer Charter is proactively in use within all Libraries.

- Write and present reports to colleagues, stakeholders, funders, and the Board as required to ensure a good understanding of Library services and related challenges and opportunities.
- To strengthen and deepen relationships with community partners and stakeholders through participation in community networks.
- Respond to national reading and library related initiatives to help drive up library membership and use.
- Identify barriers to library use for vulnerable adults and seek to address these.
- Support the recruitment and development of volunteers within Libraries.
- Identify and promote a range of relevant learning opportunities for library staff to support their development.
- Facilitate outreach “taster” and information sessions in community settings to encourage engagement within the library.
- Identify and share best practice in library services internally and externally with colleagues.

In addition, your duties will include:

- To continue own personal development and maintain awareness and local issues affecting library and information services.
- Work within CPK Policies and procedures, including Health and safety, Equalities, Child, and Adult protection.
- Attend and contribute to team meetings and other local meetings as required.
- Share knowledge acquired with senior managers and peers.

The post holder may be required to perform duties other than those given in the job description for the post. The duties and responsibilities attached to posts may vary from time to time depending on the requirement of the Service without changing the general character of the duties or the level of responsibilities entailed.

Job Specific Requirements

Knowledge & Experience

It is **essential** that the postholder meets the following criteria:

- A post school qualification in Librarianship, Library and Information Studies, or related subjects.
- Has a record of supporting Public Library Service development and engaging with diverse communities.
- Experience of line managing and developing staff teams.
- Experience of working with volunteers.
- Can demonstrate an understanding of national Library Strategy and its application at a local level.

It is **desirable** that the postholder meets the following criteria:

- Experience of fundraising in a library context.

Any Additional Requirements

Due to the nature of this post, successful candidates will be required to hold a current PVG.

Due to the geographic area and distances to be covered it is desirable that successful candidates have access to a car or can demonstrate how they will travel between venues in an efficient way which lessens the impact on available working time.