

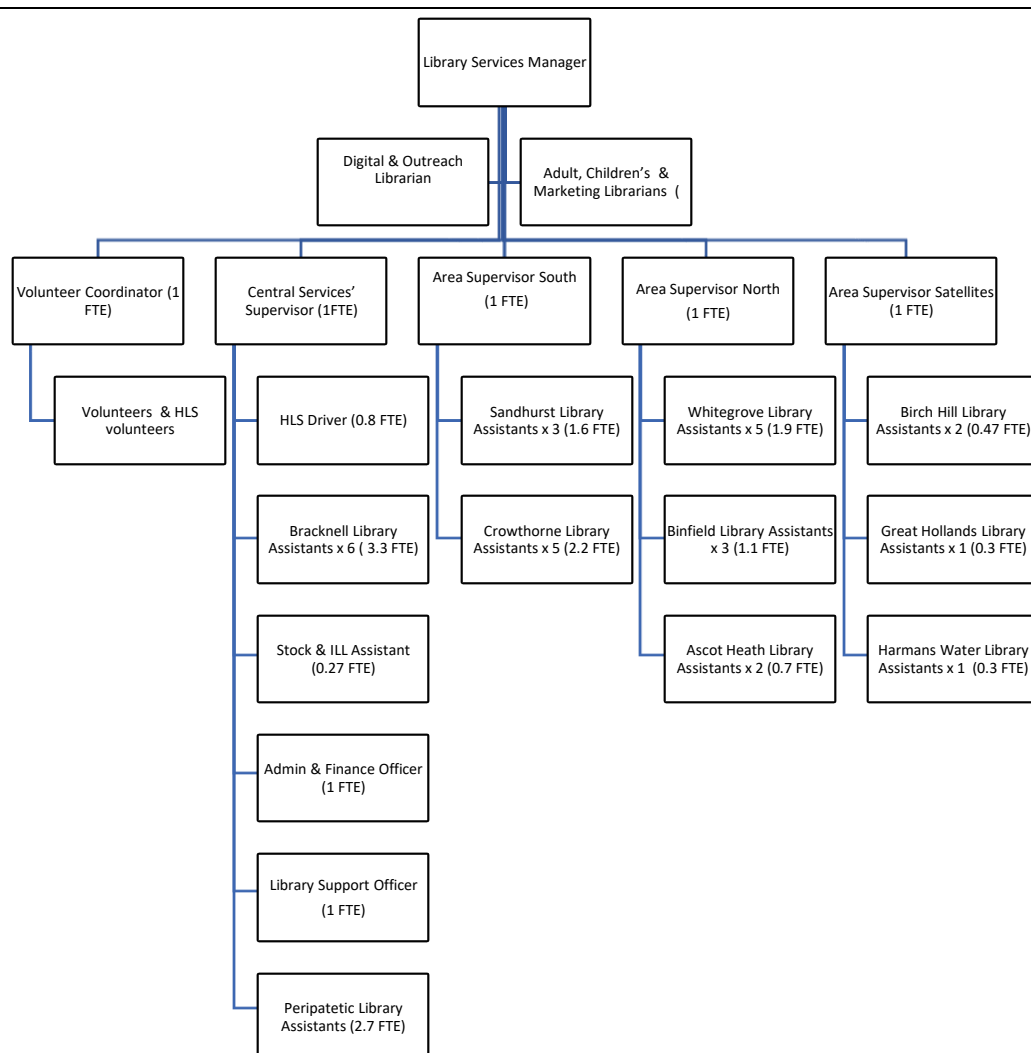
JOB DESCRIPTION

Job Title:	Children's and Outreach Librarian (part time 18.5 hrs p/w)		
Directorate:	Delivery	Salary:	FTE £25,878 - £31,099 + LWA £663 Enhanced pay for Saturday Working at time and a half
Section:	Libraries	Grade:	BG-H SCP 15-24
Location:	Bracknell Library	Work Style:	Fixed

Key Objectives of the role

- To be a member of the frontline team, you will contribute to the effective provision of the public library information service for Bracknell Forest Council and will play a key role in developing a programme of events and activities across the Borough's libraries for children, young people, and their families in line with strategic objectives.
- Leading on the promotion and marketing of children's services, engaging in outreach activities within the local community and to local schools.
- Supporting literacy development and a love of reading.

Designation of post and position within departmental structure



Daily and monthly responsibilities

- Providing a high-quality service to the public via all service points within Bracknell Forest Borough Council, which will include staffing the Information Desk at Bracknell Library and answering information enquiries in person, by telephone, and digitally.
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- To ensure that a varied programme of events for children, young people and their families takes place across the Borough, in line with the Library and Information Service's strategic vision, and the Council's wider objectives.
- Developing and promoting services to children and young people in all libraries and working in partnership with local schools to raise awareness and increase issues and visits.
- Supporting children's literacy development and fostering a love of reading.
- Seeking alternative sources of funding e.g., from the Arts Council, and preparing applications for funding.
- To represent the Library Service regionally at professional associations, such as ASCEL and the Youth Libraries Group.

- Marketing and promotion of the Library Service to increase issues and visits, which includes increasing our social media presence and outreach activities within the local community whilst proactively seeking to develop new partnerships.
- Engaging with all sectors of the local community, both users and non-users of the service, to increase use of the service according to specific performance targets.
- To support and contribute to the development of Libraries Connected's Universal Offers i.e., the Health and Wellbeing Offer, Reading Offer, Information and Digital Offer and Culture and Creativity Offer, with particular emphasis on the Children's Promise.
- To assist with the opening and locking up of libraries, ensuring that the buildings are fully secured at the end of staffed shifts.
- Providing support to the Borough's 9 branches by providing cover, if required.
- To assist with the opening and locking up of libraries, ensuring that the buildings are fully secured at the end of staffed shifts.
- To be fully aware of Borough Health & Safety and Safeguarding policies and procedures and to assist with compliance.
- Such other duties as may from time to time be necessary, compatible with the nature of the post, and as required by the Library Services Manager.
- It should be noted that the above list of main duties and responsibilities is not necessarily a complete statement of the final duties of the post. It is intended to give an overall view of the position and should be taken as guidance only.

Scope of role

Budget: There is no budgetary responsibility

Resource Control: None

Impact: Helping to maintain efficient and effective services to the public.
 Demonstrating the relevance of the Library and Information Service to the local community.
 Developing sound working relationships with partner organisations and colleagues across the Council.
 Increase in external funding.

Commitment to the Council's Equal Opportunities policy at all times.

Commitment to working within the bounds of the Data Protection Act and GDPR legislation at all times.

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PERSON SPECIFICATION

KEY CRITERIA	ESSENTIAL	DESIRABLE
Skills and qualifications	<ul style="list-style-type: none"> English and mathematics to GCSE or equivalent (Grades A to C). Degree in a relevant subject. 	<ul style="list-style-type: none"> Qualified or Chartered Librarian Member of CILIP Experience of working with children in a public libraries or similar environment
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> Confident in engaging with groups of all ages but especially with children Able to work as part of a team, supporting colleagues and making a positive contribution Able to develop good working relations with staff at all levels within the Library and Information Service and in other Borough Council departments and local schools Excellent written and verbal communication skills Excellent customer care skills within a Library context Previous experience and a good working knowledge of automated Library Management Systems and self-service technology Ability to prioritise workloads and manage time effectively Able to achieve objectives to deadlines Shows determination to achieve results Understanding of and commitment to the requirements of safeguarding children, young people, vulnerable adults and promoting their welfare. 	<ul style="list-style-type: none"> Experience of working with a broad range of clientele, including children and young people and their families, in a frontline environment. Previous experience of working in public libraries. Knowledge of current Government initiatives affecting public libraries Experience of marketing tools and resources Confident in the use of social media platforms to engage with the public
Work-related Personal Requirements	<ul style="list-style-type: none"> Excellent general health and fitness Highly motivated and delivers on commitments 	<ul style="list-style-type: none"> The post holder must hold a full UK driving licence (or valid equivalent) and have access to a car. Non-UK licences must be converted to UK licences in the first six months of employment.

Other Work Requirements	<ul style="list-style-type: none"> • A satisfactory Disclosure and Barring Service check. • The ability to converse easily with members of the public and to respond to questions in spoken English.
Role models and demonstrates the Council's values and behaviours	<ul style="list-style-type: none"> • Our values define who we are. They outline what is important to us. They influence the way we work with each other – and the way we serve our residents and engage with our communities. • We make our values real by demonstrating them in how we behave every day.

All staff should hold a duty and commitment to observing the Council's Equality & Diversity policy and procedures at all times. Duties must be carried out in accordance with relevant Equality & Diversity legislation and Council policies/procedures.

