

Job Description and Person Specification

Library Services Co-Ordinator

Job Details	
Grade	GRD5
Service	Transformation & Change
Location	Friargate
Job Evaluation Code	Y5734D

About Coventry City Council

We expect everyone who works for us to be committed to our One Coventry values and to share our commitment to becoming a more diverse and inclusive organisation:

Open and fair: We are open, fair and transparent.

Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.

Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.

Create and innovate: We embrace new ways of working to continuously improve the services we offer.

Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.

Value and respect: We put diversity and inclusion at the heart of all we do.

Job Purpose

To widen engagement with Library and Information Services across the city. Leading on the development, coordination and promotion of services for people who cannot access standard provision. Working proactively with socially excluded groups, multicultural communities and all residents.

Main Duties & Key Accountabilities

Developing and implementing plans for library services in the community in alignment with organisational goals and relevant plans. Ensuring consistency with the Libraries and Information Services Operational Plan and Libraries Connected Core Offers.

Managing relationships with partner organisations to widen reach of Library and Information Services.

Representing the Library Service in local, regional, and national library initiatives, ensuring inclusion in service developments and communication to colleagues.
Leading on the planning, co-ordination, marketing and promotion of events and activities in Libraries to meet the National Offer for Libraries
Creating processes and procedures to enable active community involvement, including consultation and feedback with priority groups and broader communities for the library service.
Managing the Housebound Library Service including monitoring performance and advise on its future development
Managing the Contact and Connect Team including development, training, sickness management as well as performance and disciplinary issues
Coordinating staff training and development, working with colleagues to enhance services using library stock, digital tools, and other resources. Developing library staff to maximise opportunities for community engagement and service development for local groups and communities
Co-ordinating efforts with internal teams and external collaborators on local and national projects supporting libraries' roles in community development citywide
Assisting in the development of funding opportunities, research and evaluation and identify income generating initiatives within appropriate areas.
Presenting regular written and verbal reports to Library Management Team and partner organisations
Maintaining detailed financial records of all funds administered by postholder and agree a budget strategy. Being responsible for the proper management of budgets within the postholder's areas of responsibility
Developing and manage the evaluation of related activities and events including the production of performance data as required

Key Relationships	
External:	Members of the public National partners e.g. Libraries Connected, RNIB
Internal:	Library Staff Council Departments including Migration Team and Adult Education

Standard Information

Post holders will be accountable for

- carrying out all duties and responsibilities with due regard to Code of Conduct, Safeguarding, Health & Safety and the City Council's Workforce Diversity and Inclusion Policies. Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.
- attending any training and undertaking any development activities that are identified as mandatory/beneficial to their role.
- any other duties and responsibilities within the range of the salary grade.

Responsible for

Library and Information Assistant - Contact and Connect Team
 Library and Information Assistant - Housebound Service

Person Specification

Requirements

Knowledge	Knowledge of local, regional and national issues around library services, with understanding of equalities, access and engagement for all sections of the community.
	Knowledge of key issues for those from diverse communities
	Demonstrate commitment to developing access to library services for all communities and show clear understanding of equal opportunities when delivering effective provision locally.
Skills And Ability	Effective verbal and written communication skills, report and letter writing, drafting funding bids, presentations and answering enquiries
	Ability to organise and run activities and events for local communities
	Project Management and evaluation skills including organisational and administrative skills e.g. planning, prioritising workloads, time management, ability to negotiate with staff etc.
	Demonstrate skills of motivation, using initiative and ability to work effectively without direct supervision
	Leading teams and working effectively as a member of a team. Utilising training and mentoring skills to develop staff in community

	engagement activities
	Budgetary and resource control skills
	Computer Literate
	Proven ability to work with partners
Experience	Experience of developing services to communities and working with socially excluded communities
Qualification	Having or working towards a level 5 qualification, or above, in either Librarianship, Customer Care, Management or similar
Special Requirements	Flexibility of role, to work evenings and weekends on occasion. Working at any library service point or external venue as required. Role involves physical activity, including standing/moving and handling library resources.