



Coventry City Council

## Job Description

<b>Post:</b>	One Million Reads Library Services Co-ordinator	<b>Job Number:</b>	Y5734D
<b>Service:</b>	Libraries and Information Service	<b>Post Number:</b>	
<b>Location:</b>	Libraries and Information Service	<b>Grade:</b>	G5

### Our values:

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.

### Job Purpose:

To widen the engagement of people in the city in One Million Reads

To support the development of One Million Reads with the community, including multicultural and socially excluded groups and engagement with all communities.

### Main Duties and Responsibilities:

1. Produce a development plan for the delivery of One Million Reads in the community consistent with the aims and objectives of the Arts Council Grant, Libraries and Information Services Operational Plan and other relevant plans
2. Manage relationships with partner organisations to widen reach of One Million Reads
3. Plan and Co-ordinate events and activities in libraries to ensure the One Million Reads project engages with local people
4. Manage the One Million Reads project offer in libraries engaging new partners and organisations
5. Develop processes and procedures to provide active community engagement including consultation and feedback with key groups, specifically the most vulnerable in society and wider communities for the library service
6. Manage One Million Reads promotion points in libraries including monitoring performance and advise on future development
7. Support training and development of all staff in relevant areas
8. Work with City of Culture, other Library partners, appropriate Coventry City council departments and external agencies as appropriate
9. Work with library staff to maximise opportunities for community engagement and the participation on One Million Reads by groups and communities
10. Identify funding opportunities, assist with research and with funding applications, reports, evaluation etc and identify income generating initiatives.

11. Present regular written and verbal reports to appropriate teams and groups.
12. Maintain detailed financial records of all funds administered by postholder and agree a budget strategy.
13. To develop and manage the evaluation and of all relevant activities and be able to monitor analyse and produce performance data as required
14. To be responsible for the proper management of budgets within the postholder's areas of responsibility
15. To be responsible for the Health and Safety requirements of One Million Reads. Undertaking risk assessments, health and safety inspections
16. Deputise for the Service Development Manager at Steering group meetings and user engagement forums.
  - Any other duties and responsibilities within the range of the salary grade.

The post holder must comply with Coventry City Council's health and safety policy and in particular is required:-

- To take reasonable care for their own health and safety at work and of those who may be affected by their actions or by their omissions
- To cooperate with their line manager and senior management, to work safely, to comply with health and safety instructions and information and undertake appropriate health and safety training as required
- Not to intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare
- To report to their manager any health and safety concerns, hazardous condition or defect in the health and safety arrangements.

**Any further Health and Safety responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

The post holder must comply with the Interagency procedures of the Safeguarding Boards and Coventry City Council's policies for safeguarding children and safeguarding adults and in particular is required:-

- To ensure they are aware of the signs that may suggest a child or vulnerable adult is being abused or neglected
- To report to their manager, or other appropriate manager, any concerns they may have that suggest that a child or vulnerable adult may be being abused or neglected immediately

**Any further Safeguarding Board responsibilities relevant to this post will be set out in the offer letter and Written Statement of Particulars**

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the City Council's Workforce Diversity and Inclusion Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

**Responsible to:** Sorrelle Clements

**Date Reviewed:** 10.03.21



Coventry City Council

## Person Specification

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Area	Description
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<b>Knowledge:</b>	<ul style="list-style-type: none"><li>• Knowledge and awareness of issues around access and engagement for library services</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of City of Culture, Arts Council and Library National Offers</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of key partners for City of Culture and Library and Information Services</li></ul>
	<ul style="list-style-type: none"><li>• Knowledge of key issues for those from diverse communities</li></ul>
	<ul style="list-style-type: none"><li>• Demonstrate a commitment to developing access to library services for all sections of the community and an understanding of equal opportunities in respect of such provision.</li></ul>

<b>Skills and Abilities:</b>	<ul style="list-style-type: none"><li>• Proven ability to organise and run activities and event for the public</li></ul>
	<ul style="list-style-type: none"><li>• Effective planning, organisational and administrative skills e.g. planning, prioritising workloads, time management, ability to negotiate with staff etc.</li></ul>
	<ul style="list-style-type: none"><li>• Demonstrate skills of motivation, initiative and self reliance and ability to be able to work effectively without direct supervision.</li></ul>
	<ul style="list-style-type: none"><li>• Good verbal and written communication skills report and letter writing, giving presentations.</li></ul>
	<ul style="list-style-type: none"><li>• Budgetary and resource control skills.</li></ul>
	<ul style="list-style-type: none"><li>• Project Management skills</li></ul>
	<ul style="list-style-type: none"><li>• Training skills to develop staff in community engagement activities</li></ul>
	<ul style="list-style-type: none"><li>• Ability to draft funding bids</li></ul>
	<ul style="list-style-type: none"><li>• Effectively lead teams, and work effectively as a member of a team.</li></ul>
	<ul style="list-style-type: none"><li>• Computer Literate</li></ul>
	<ul style="list-style-type: none"><li>• Proven ability to work with partners and volunteers</li></ul>

<b>Experience:</b>	<ul style="list-style-type: none"><li>• Developing and delivering services to communities</li></ul>
	<ul style="list-style-type: none"><li>• Experience of working with socially excluded communities</li></ul>
	<ul style="list-style-type: none"><li>• Delivery of successful projects</li></ul>

<b>Educational:</b>	Qualified Librarian or working towards a qualification and/or equivalent
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	Customer Care qualification or working towards a qualification and/or equivalent
	Management /supervisory skills qualification or working towards a qualification

<b>Special Requirements:</b>	Ability to work flexibly with varied timetable to deliver events including evenings and weekends as required.
	Willingness to travel inside and outside Coventry

**Date Reviewed:** 10.03.21

**Updated:**