

Job Description and Person Specification

Children & Young Ppl Coordinator

Job Details	
Grade	GRD5
Service	Transformation & Change
Location	City Wide
Job Evaluation Code	Y5586D

About Coventry City Council
<p>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:</p> <p>Open and fair: We are open, fair and transparent.</p> <p>Nurture and develop: We encourage a culture where everyone is supported to do and be the best they can be.</p> <p>Engage and empower: We engage with our residents and empower our employees to enable them to do the right thing.</p> <p>Create and innovate: We embrace new ways of working to continuously improve the services we offer.</p> <p>Own and be accountable: We work together to make the right decisions and deliver the best services for our residents.</p> <p>Value and respect: We put diversity and inclusion at the heart of all we do.</p>

Job Purpose
To lead on the development, co-ordination and promotion of library services and related learning needs for Children and Young People across the city

Main Duties & Key Accountabilities
Developing and implementing plans for Children and Young People, and learning needs across Libraries and suitable venues aligning with organisational goals and plans. Ensuring consistency with the Libraries and Information Services Operational Plan and Libraries Connected Core Offers
Leading on development, implementation and management of library services for children and young

people, including nationwide and annual initiatives (Summer Reading Programme).
Managing staff training and development in services for Children and Young People. Directing and supporting colleagues to enhance related services using the library's stock, digital tools, and other resources.
Leading on the management of the Bookstart programme including evaluating, coordinating, and distributing resources to eligible children through Libraries and partner organisations.
Leading on the delivery, planning, co-ordination, marketing and promotion of events and activities in Libraries related to Children and Young People
Co-ordinating efforts with internal teams and external collaborators on local and national projects supporting library services for Children and Young People citywide.
Assisting in the development of funding opportunities, research and evaluation and identify income generating initiatives within appropriate areas
Representing the Library Service in local, regional, and national Children and Young People initiatives, ensuring inclusion in service developments and communication to colleagues.
Identifying the needs of Children and Young People, users and non-users, including people with disabilities, additional needs and minority ethnic backgrounds. Supporting the creation of library services and activities that promote inclusive access for all members of the local community.
Presenting regular written and verbal reports to Library Management Team and partner organisations
Developing and managing the evaluation of all relevant activities and be able to monitor, analyse and produce performance data as required
Contributing towards relevant projects as required

Key Relationships

External:	Members of the public National partners e.g. The Reading Agency, BookTrust, Libraries Connected and Libraries Rising
Internal:	Council Departments including Family Hubs, Health and Early Years Team

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

N/A

Person Specification

Requirements

Knowledge	Knowledge of local, regional and national issues around library services for Children and Young People, with understanding of equalities in community service delivery
	Knowledge of the importance of reading and play in the development of Children and Young People
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 services for Children and Young People
	Budgetary and resource control skills
	Using information literacy and research skills to identify gaps in knowledge and make recommendations

Experience	Experience of providing services for Children and Young People within a customer service environment
	Experience of marketing services for Children and Young People
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
	This position is exempt under the Rehabilitation of Offenders Act 1974 and is conditional upon receiving satisfactory police record checks through the DBS.