BRENT COMMUNITY LIBRARIES – Professional Librarian

The successful candidate will have a proven record of working effectively under pressure, in a busy, multi-tasking environment. They will understand and support our community libraries' vision and values, including equality and diversity.

You will find this a fulfilling role if you:
- are willing to promote libraries to both users and non-users while using your initiative and management skills to build an effective, efficient and creative service
- are aware of national library initiatives, the ongoing changes in London and UK wide library provision
- have experience working in a busy community hub

Required qualities:
- commitment to literacy, information delivery, virtual services and professional development for themselves and others
- quick to learn, hard working, enterprising and enthusiastic
- able to demonstrate an understanding of the management needed to tackle the variety of tasks and situations that arise both across the library network and in cooperative working with the council, community groups and national groups

Other skills needed include:
- Excellent customer care
- Strong written and oral communication
- Volunteer recruitment, training, coordination and retention
- High level competency across a range of IT applications

We are an equal opportunities employer and welcome applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

Position advert closes on Friday 10 February 2017
Interviews will take place in the week beginning Monday 20 February

The main purpose is for the librarian to help all the Brent Community Libraries deliver a professional service to users, while being aware that each library is at a different stage of development.

Key tasks

1. establish the library systems and management processes that can operate independently and be run by volunteers
2. develop educational and cultural programmes to promote literacy and social interaction such as ESOL, book clubs and associated events including shared programmes and activities shared with Brent Library service and other organisations
3. develop working relationships with schools, resident groups and other community groups and organisations
4. build on the good working relationship with Brent Library Service promoting it and assisting with the integration of BLS services across community libraries, including creating links with the Council's digital offer and subscription services.
5. liaise with Brent Library Service, to ensure access to and information about services such as the Council's digital offer and to monitor and inform Brent's acquisition of a new LMS service that is compatible with the operation of Brent Community Libraries
6. develop systems to manage and promote the use of study and community space to balance social and learning demands with the need for income generation
7. set up recruitment, training and retention systems for volunteers, including training on equal opportunities and safeguarding
8. develop user surveys, as well as monitoring and evaluation systems to provide information so that libraries identify and provide relevant and high quality services and activities
9. help to establish the Brent Community Libraries on a secure footing by ensuring that they identify and provide services relevant to the diverse communities they serve and publicising the services widely including developing social media and hard copy communication systems.
10. Any other tasks or priorities as required by Brent Community Libraries.

Person specification	Essential	Desirable
Professional librarian (either chartered by CILIP or Graduate/Post Graduate qualification in a CILIP recognised course).	E	
Knowledge and Experience		
18 months experience working in a library	E	
Experience working in community organisation		D
Experience developing local community services		D
Experience working in and for a diverse community		D
Record of working effectively under pressure, in a busy work environment		D
Knowledge of national library initiatives and the ongoing changes in London-wide and national library provision		D
Experience of training, managing and working with volunteers		D
Skills and abilities		
Understanding of library systems, management and administration	E	
Excellent public facing experience (customer care)		D
Strong written and oral communication		D
Ability to recruit, support and train volunteers, coordinate their work and encourage their continued commitment		D
High level competency across a range of IT applications		D
Ability to work constructively and cooperatively with a range of individuals and organisations		D
Ability to work on own initiative with minimal supervision		D
Other attributes		
Strong commitment to literacy, information delivery, virtual services and professional development for themselves and others	E	
Commitment to equal opportunities	E	
Quick to learn, hard working, enterprising and enthusiastic		D
Self-motivated and with good personal organisation		D