

JOB DESCRIPTION

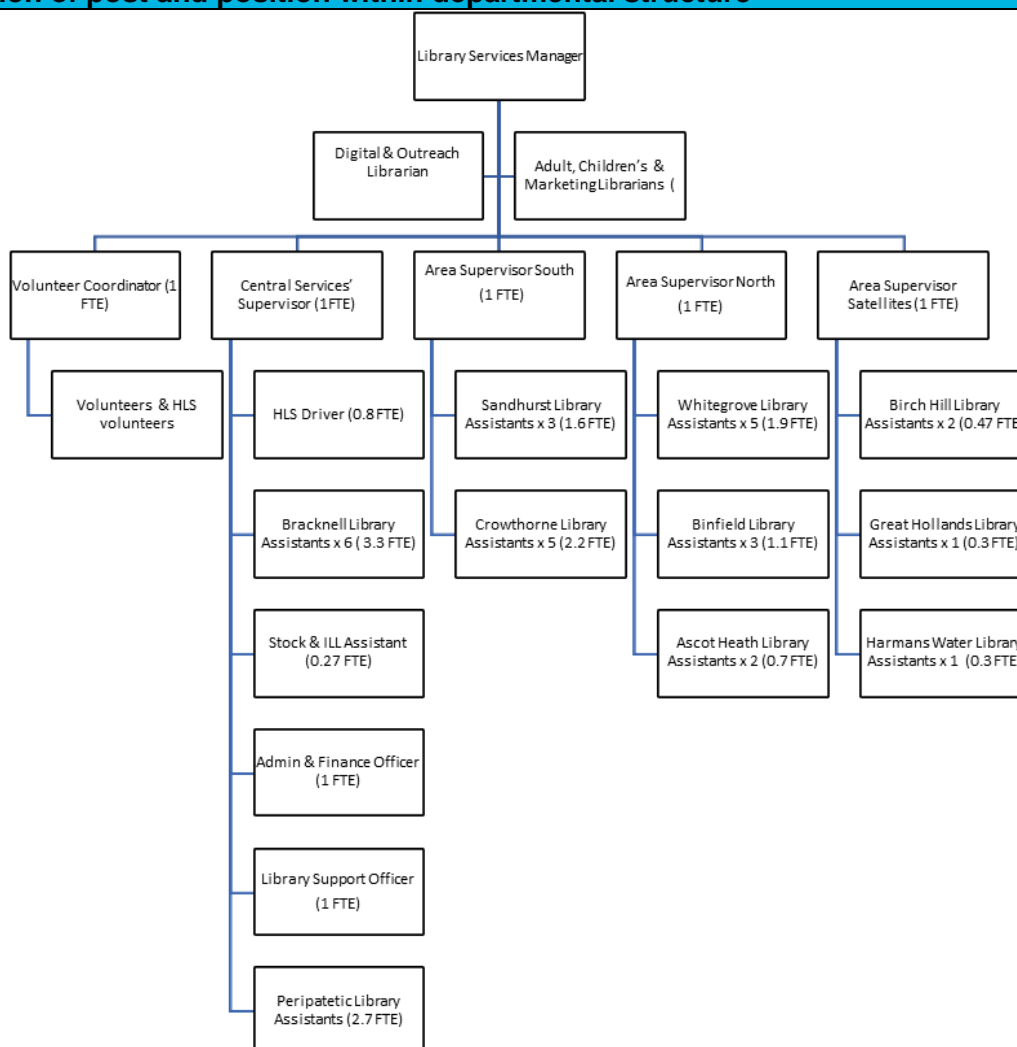


Job Title	Digital and Outreach Librarian		
Salary	£23,541 - £28,672 plus enhanced pay for Saturday working		
Directorate:	Delivery	Section/Location:	Libraries
SGrade/Salary Range:	BG-H SCP 24-30	Work style:	Fixed

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 the promotion and marketing of the Library Service to adults and children.
- Information and ICT/ digital support to customers including evaluation and promotion of e-books and online resources.
- To organise events and activities across the Borough's libraries to support strategic objectives and goals.

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 Reference Desk at Bracknell Library and answering information enquiries in person, by telephone, and digitally.
- Supporting customers in the use of ICT / digital resources, assisting with queries and providing user training sessions.
- Assisting with the selection of e-resources and evaluating their use.
- 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.
- Marketing and promotion of the use of all libraries out of hours through Open+ technology and encouraging customers to register for this service.
- To support and contribute to the development of the rollout of SCL's Universal Offers i.e. the Health Offer, Reading Offer, Digital Offer and Cultural Offer, in addition to the Children's Promise.
- To ensure that a varied programme of events for people of all ages takes place across the Borough, in line with the Library and Information Service's strategic vision, and the Council's wider objectives.
- Promoting the Local Studies collection via social media.
- 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.
- Seeking alternative sources of funding e.g. from the Arts Council and preparing applications for funding.
- 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.

Scope of role

Budget: There is no immediate budgetary responsibility

Resource Control: None

Impact: Demonstrating the relevance of the Library and Information Service to the local community
Increasing issues and visits in all libraries
Developing sound working relationships with partner organisations and Colleagues across the Council
Increase in external funding

Such other duties as may from time to time be necessary, compatible with the nature of the post. 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.

PERSON SPECIFICATION



KEY CRITERIA	REQUIRED	PREFERRED
Skills and qualifications	<ul style="list-style-type: none"> • Qualified Librarian 	<ul style="list-style-type: none"> • Chartered Librarian • Member of CILIP • ECDL
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> • Experience of reference and enquiry work in a public library context • Skilled and knowledge in the use of ICT and digital resources • Confident in training users and talking / presenting to large groups of all ages • 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 • Experience of using automated Library Management Systems and self-service technology • Excellent written and verbal communication skills • Excellent customer care skills • 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 • 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 to engage with the public
Work-related Personal Requirements	<ul style="list-style-type: none"> • Excellent general health and fitness 	<ul style="list-style-type: none"> • The post holder must hold a full UK driving licence (or valid equivalent). 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 enhanced Disclosure and Barring Service check. • The ability to converse easily with members of the public and respond effectively to questions in spoken English. 	

KEY CRITERIA

REQUIRED

PREFERRED

Role models and demonstrates the Council's values and behaviours

One Council
Forward thinking & focus
Open
Respectful
Working together
Adaptable
Resilient
Determined

