

Things you need to know:

Job Title:	Libraries Engagement Officer	Your Role:
Basis	Part-time 30 hours	To develop, promote and deliver engagement programmes and to encourage community participation in library services, including children's activities and reader development, and to work with colleagues to deliver visual and performing arts activities, family events and community heritage projects.
Salary:	£16,410 based on (£20,239 FTE)	
Status:	Permanent	
Base:	To be decided	
Accountable to:	Library Operation & Innovation Manager	

What will you be doing?

- Ensuring all sectors and age groups in the community, including those with additional needs have the opportunity to engage in library activities,
- Working with national, local and internal partners to deliver wellbeing-focused activities from libraries. These include both physical and mental wellbeing and will range from the local (e.g. Storywalks) to the national (e.g. Books on Prescription)
- Identifying external funding opportunities for library programmes and events and preparing applications for grants
- Liaising with Branch Managers, Community Librarians, the Head of Cultural Development and the Awen Marketing Team to support engagement work across the library service.
- Leading on national schemes such as the Summer Reading Challenge, Every Child A Library Member and Bookstart
- Providing the Libraries Operation and Innovation Manager with project and administrative support
- Working toward achieving the goals of the Awen Business plan and Awen's Library Plan

General Duties and Responsibilities

- Be responsible for your own safety and that of other staff and any member of the public who may be affected by your acts and omissions at work.
- Participate in any training and development activities to maintain own development or to enhance competence within job role.
- Uphold and integrate our purpose and values in all that you do.
- Ensuring that activities are completed in accordance with Awen's commitment to equalities and diversity and in line with best practice and legislation.
- This is not a complete statement of all duties and responsibilities comprising this post, which may

The person:

Personal Qualities and Values

- Trustworthy and reliable (E)
- Flexible and proactive approach and attitude (E)
- Approachable, calm and fair approach and attitude (E)
- Enthusiasm and drive to make things happen (E)
- Solutions focused and able to concentrate on achieving priorities (D)
- Confident and professional with the ability to deal effectively with colleagues and the public (E)
- Ability to network and build positive relationships and partnerships with a wide range of stakeholders (E)
- Interest and enthusiasm for books and reading (E)
- Confidence and enthusiasm to help develop the events programme and to run activities (D)
- A commitment to providing excellent customer service (E)
- Enjoys working in a busy customer services focused role (E)
- Forward thinking and able to contribute to the development of Awen (D)

Skills and Abilities

- Able to organise work to meet deadlines (E)
- Good verbal and written communication skills (E)
- Excellent interpersonal skills with the ability to communicate clearly and with influence in writing and verbally (E)
- Strong administration skills with a methodical approach and attention to detail (E)
- Good numeracy skills particularly in relation to cash handling (E)
- Ability to speak Welsh (D)
- Confidence to assist other to improve their digital skills (E)

Qualifications and Training

- A full driving licence and access to your own vehicle for work purposes (E)
- Formal ICT qualification or ability to demonstrate competence through experience (D)
- Good standard of education, equivalent to NVQ/QCF 2, or the ability to demonstrate competence through experience (E)
- NVQ/OCF Level 2 in Customer Service or similar (D)

Knowledge and Experience

- Experience of organising events (E)
- Experience of developing and delivering community projects (D)
- Experience in a customer service role (E)
- Evidence and understanding of Awen's offer and services (D)
- Experience of dealing with financial transactions and cash handling (D)
- Experience of using a variety of ICT packages including Microsoft packages (E)

E - Essential D- Desirable

Criteria tested by:

I - Interview

APP- Application Form

AS - Assessment

Cert- Certification

Conditions of your appointment

Medical Clearance

Any offer of appointment is subject to medical clearance.

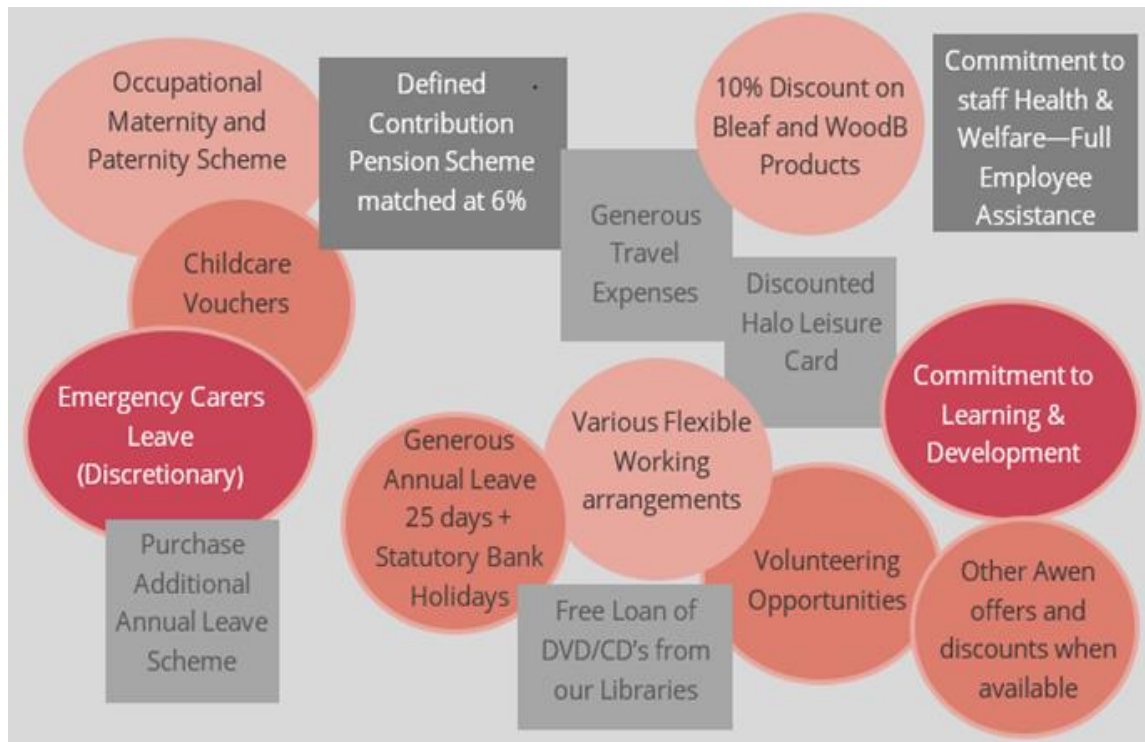
References

Two satisfactory references of which one should be your last employer. Where possible, both should be from previous employers.

Probationary period

New staff appointed to Awen Cultural Trust will be subject to a 6-month probationary period.

What we can offer



Awen aspire to have a workforce that reflects the diversity of the communities we serve. Therefore, we welcome applications irrespective of gender, ethnic origin, religion, belief, sexual orientation, age or disability. We consider ourselves to be a family friendly employer, and offer various flexible working patterns.

We are committed to interviewing all disabled applicants that meet the essential criteria for the post. In addition, we will make reasonable adjustments and make our process accessible to disabled applicants. These are commitments that Awen have signed up to under the Disability Confident Scheme.

Applicants are made through an online application form. If another accessible format is required, please email recruitment@awen-wales.com or call 01656 754825.