



Library Manager 23 hrs a week

Reports to: Nominated NW7hub Trustee

Remuneration: £15,548 per annum

Place of Work: Mill Hill Partnership Library, Hartley Avenue

Background

NW7hub is a small community based charity which was recently awarded a contract by Barnet Council to run the Mill Hill Library. The Mill Hill Partnership Library has been successfully operating since April 2017, staffed by a team of enthusiastic and dedicated volunteers. The Library has been managed to date by the NW7hub Project Manager, a Trustee of the Charity.

Purpose of the Role

To manage the day to day running of Mill Hill Partnership Library in accordance with best practice and procedures agreed with Barnet Council.

To recruit and manage a team of volunteers to deliver Library services

Guidance and Support

Support and guidance is provided by the charity Board of Trustees.

Experienced volunteers and Trustees in Human Resources, Health and Safety, Premises and Finance support the Library Manager.

Barnet Council provides weekly visits from the Community Library Engagement Officer for library support as well as networking at meetings such as at best practice and partnership library development for wider support. Training is also provided from time to time by Barnet Library Services

Training and Equipment

Full training in all library systems including the Vubis database will be provided with updates as and when required.

Key tasks

- To recruit and manage a team of volunteers in accordance with the NW7hub Recruitment & Diversity policies. Administrative support for this will be provided by a designated and trained volunteer. To ensure all volunteers receive appropriate induction and training in library policies and procedures. To create a monthly volunteer rota to ensure service delivery.
- To ensure library self-service machines and computers are regularly checked and service reports completed.
- To manage library stock including new books and reservations. To ensure library stock is correctly shelved and available to the public.
- To ensure regular library activities such as Baby Rhyme Time, Conversation Café take place as agreed.
- To liaise with Barnet Council on operational matters concerning the library service and to submit relevant documents and statistics as required.
- To support volunteer team in dealing with any and all customer enquiries.
- Complement the library service with programmed events and activities
- To attend relevant meetings e.g. best practice updates.
- To ensure library premises are clean and safe for service users.
- To supervise the part time cleaner
- To undertake the required daily, weekly and monthly Health and Safety checks on the Library building and complete associated paperwork. To resolve any issues in consultation with the designated Trustee or Barnet Council if necessary.
- Liaise with NW7hub hosts on joint initiatives and bookings.
- Act as premises key holder.
- Any other duties commensurate with the post.

Time and Hours of Work

The post is for 23 hours a week. The library opening times are:

Tuesday:	2pm – 7.30pm
Wednesday	10am -1pm
Thursday:	10am – 1pm & 2pm – 5pm
Saturday:	10am-1.00pm

The Library Manager will be expected to start half an hour before each shift to ensure Library is open and ready for use and to remain for half an hour after closing to tidy and lock up premises.

PERSONAL SKILLS

Essential	Desirable
<ul style="list-style-type: none">• Experience of managing staff or volunteers• Ability to manage a budget• Excellent customer care skills• Good communication and interpersonal skills both in person and on the phone. Able to work with people from wide range of backgrounds• IT literate and a willingness to develop new skills• Proven interest in books, learning and community engagement• Organised and able to manage time effectively-multi-tasking where necessary• Good attention to detail• Conscientious and reliable• Flexible attitude and willingness to develop in role	<ul style="list-style-type: none">• Experience of managing a library• Knowledge of library systems and best practice• Good understanding of health and safety in the workplace.

This post is subject to an enhanced DBS (Disclosure and Barring Service) check