

## **JOB DESCRIPTION**

## **Library Development Worker**

### **DUTIES AND RESPONSIBILITIES OF THE POST include:**

1. Working closely with Hanwell Community Library Organising Committee, the LBE Library Service, and ELC to ensure that Hanwell Community Library maintains the required standard of library resource.
2. Creating a positive working environment where volunteering is fun, purposeful and rewarding, whilst working proactively to attract new volunteers and developing successful strategies for the retention of existing volunteers. Implementing effective volunteer management systems and ensuring accurate and auditable volunteer records.
3. Ensuring volunteer rotas are well managed so that the Library has a sufficient workforce, coordinating day to day volunteer activity and dealing with any operational matters.
4. Identifying new opportunities in terms of volunteer roles within the Library, and working with project partners to develop and implement these.
5. Providing supervision and ongoing support to individual volunteers, maintaining a comprehensive volunteer training programme, and promoting a range of development opportunities to help volunteers achieve their personal goals and aspirations.
6. Maintaining an ongoing programme of public engagement activities including publicising the Library's services and events, organising surveys and focus groups, and promoting a sense of ownership by the community.
7. Supporting and empowering local people to address the issues that are most important to them by drawing on their local knowledge, common interests, skills, ideas and shared experiences to develop and embed sustainable local solutions.
8. Organising and servicing meetings of the Hanwell Community Library Organising Committee to build effective working relationships with members, and supporting them to organise a varied programme of social, cultural and recreational activities tailored to meet the needs of the local community
9. Servicing the Hanwell Community Library Organising Committee and taking a leading role in developing and delivering the Library Action Plan.
10. Supporting ELC's Director/Supervising Solicitor and Head of Operations in identifying and developing fundraising and income generation opportunities at strategic and local level to support the Library's sustainability.
11. Working in partnership with a range of service providers, facilitating joint working locally and promoting the Library as a venue for delivering their services, activities and events.
12. Ensuring that the Library works with a range of other third sector and local authority services to address the needs of communities that are culturally, economically, or socially disadvantaged.
13. Participating in designated operational and administrative procedures to ensure the library runs efficiently and in line with agreed standards, including unlocking and locking the building, and liaising with partners.
14. Taking a lead in ensuring that the Library's visibility is established and maintained, and that all of its marketing materials, such as websites, hard copy materials and social media are kept up to date. Marketing and promoting projects and new initiatives as they develop.
15. Ensuring professional competence through continuous professional development and keeping up to date with current developments and legislation.
16. Ensuring that their own work conforms to quality assurance standards and other Ealing Law Centre approved policies and procedures
17. Working within the spirit of ELC's Equal Opportunities Policy at all times.
18. Taking due care of own health and safety and that of others in their working environment
19. Undertaking any other duties as may be reasonably required and are within the scope, spirit and purpose of the job.