

PERSON SPECIFICATION Library Development Worker

ESSENTIAL COMPETENCES

1. Excellent verbal and written communication skills
2. Able to learn quickly and assimilate complex information readily
3. Able and motivated to engage with people from all communities
4. A non-judgmental and positive attitude with knowledge and understanding of community and social issues
5. Innovative and creative thinker
6. Able to organise own time effectively
7. Excellent interpersonal skills, professional manner, able to develop good working relationships with people both internally and externally at all levels and to manage effective collaboration
8. An eye for detail and concern for accuracy
9. Able to think strategically
10. Exceptional problem solving skills. Able to assess problems, identify causes, gather and process relevant information, generate possible solutions, and make recommendations to resolve the problems
11. Highly organised with strong organisational and planning skills. Able to set priorities, meet goals and evaluate the process and results
12. A flexible attitude
13. Responds positively to new and alternative systems, undertaking training and development activities as identified
14. Willingness to attend meetings and events outside office hours
15. Resilient, calm and able to work well under pressure

ESSENTIAL KNOWLEDGE AND EXPERIENCE

1. Experienced in the use of I.T. and Office Software and Social Media
2. Self-motivated individual with strong organisational and planning skills
3. Ability to develop good working relationships with people both internally and externally at all levels and to manage effective collaboration
4. Ability to work well in a team
5. Able to meet deadlines, and revisit assigned projects to ensure completion in a timely manner

DESIRABLE

1. Experience of managing, supporting and developing volunteers and implementing volunteer management systems
2. Experience of cross sector partnership working and delivering partnership projects, and /or developing library services
3. Experience and knowledge of local area around Ealing
4. Experience of complex administration and record keeping in an office environment
5. Experience and knowledge of working in the not for profit sector, of complying with legislation applicable to charitable/voluntary sector including Data Protection; the General Data Protection Regulations 2018
6. Ability to proactively identify income generation opportunities from a variety of sources and interpret and present data
7. Experience of supporting, promoting & complying with Equality and Diversity policies.