



Project Manager: Workforce development and skills

Location: Home-based with travel

Contract: Fixed term contract 2 years

Hours of work: 37.5

Salary: £42,154.09

Deadline for applications: 9 September 2024

Applicant information

About us

Libraries Connected - www.librariesconnected.org.uk

Libraries Connected (formerly called The Society of Chief Librarians) has 25 years of experience as the professional body representing 175 Heads of Library Services in England, Wales, Northern Ireland and the Crown Dependencies. Libraries Connected takes a leading role in the development of public libraries, through sharing best practices, advocating for continuous improvement on behalf of local people, and leading the debate on the future of the public library service.

Our vision is an inclusive, modern, sustainable and high-quality public library service at the heart of every community in the UK. We believe modern public libraries should be the cornerstone of the community and should deliver a diverse spectrum of local needs around information, learning, literacy, employment and digital skills, health, culture and leisure.

Libraries Connected's role is to:

- **Represent** the public library sector nationally, regionally and locally and to communicate the value of libraries to decision makers and to a limited extent to the general public.
- **Connect** partners to local libraries, by brokering national partnerships with a wide range of partners around the delivery of services and for the attraction of funds, by working together and making optimal use of resources.
- **Improve** the provision of local public library services by developing and disseminating standards of best practice, provide training and development for library staff, facilitating a network of library leaders across the UK.
- **Drive** innovation and new thinking around the important role of libraries in a modern society.



We are a small tightly knit team of 15 people, and work using a dispersed model according to values developed by the team.

At Libraries Connected, our ethics underpin everything we do and help us to ensure that we live our values, every day and in all areas of our work. This includes making sure that the people and organisations we work with share our values and our commitment to enriching people's lives, and that we focus on the activities that will bring the most benefit to our members.

- **We are Supportive.** We respond to the varied, emerging needs of our members and their communities to enable libraries to learn from each other, and other sector leaders, so that they can safeguard and improve their services.
- **We are Inclusive.** We work with our members and partners to design and deliver our work and to determine our strategic priorities because we are committed to representing the diverse communities and libraries which we serve.
- **We are Open.** We are in constant communication with our members and partners on all levels to learn from their experiences, reflect on our practice and develop our services. We welcome challenge and new directions for our work.
- **We are Ambitious.** We believe that libraries are an essential part of the solution to a range of society's needs. We promote innovation and collaboration to ensure that libraries are recognised locally and nationally.

About the role

This role has two purposes- to ensure the successful development of Libraries Connected workforce development strategy and associated projects and to support the development of the Futures Hub.

Main Activities: To manage the development of a workforce leadership and skills strategy working alongside key partners. To deliver key aspects of the strategy including apprenticeship network; managing our online learning modules and ensuring our equality, diversity and inclusion strategy is integrated throughout the workforce development programme. This post will also support the Futures Hub-a new programme that will generate evidence and insight that library services can use to meet the challenges of the coming decade. The postholder will join two other project managers and form part of the developing projects and programme team.



Job profile

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This role will specifically include:

- Development of the sector skills strategy in collaboration with key partners
- Embedding equality, diversity and inclusion policies across our workforce development strategy
- Management of a peer mentor scheme
- Researching and shaping library leadership pathways and considering the implications of this for the sector skills strategy
- Development of our bursary scheme, including attracting sponsorship income
- Scoping a new leadership programme, identifying costs and potential funders
- Manage the online network for providers of apprenticeships
- Manage our online learning modules including updates to content and scoping move to a new platform
- Support the President in scoping the work of the Futures Hub identifying partners, developing. Its programme of work, alignment with the data observatory work and supporting the meetings and research
- Supporting other workforce development activities as required



- To ensure the projects deliver against their plans and targets
- To manage the expert contractors
- To manage project budgets
- To be responsible for reporting to our project funders, the project board and Libraries Connected Board
- To contribute to the development of the projects and programme team
- Support additional projects and services as they develop

Key relationships

- Works with the expert contractors
- Works with the network of participating libraries to ensure they can deliver in line with the identified project proposals
- Works with the line manager to ensure effective programme delivery, and that issues are effectively escalated if necessary
- Works with the Communications Manager to ensure that all external communications about the programme are accurate and show impact.
- Works with our project partners and stakeholders as required

Person specification

Experience

- Experience of coordinating and managing projects with dispersed delivery teams, and ensuring they are effectively delivered, in line with agreed plans and outcomes
- Experience of undertaking regular project reporting and monitoring
- Experience of managing expert contractors
- Experience of writing concise and engaging reports
- Experience of managing budgets and reporting to funders
- Experience of supporting and reporting to project boards
- Experience of line managing staff
- Experience of contributing to or designing workforce development strategies

Knowledge/qualifications

Essential:

- Strong project management skills
- Understanding of the public and/or cultural sector
- An understanding of workforce development strategies
- Ability to absorb new areas of knowledge quickly



Desirable:

- An understanding of income generation across the library and cultural sector
- Experience of co-production and facilitation techniques

Behaviours/competencies

- Communicating and Relationship Building - Excellent verbal and written communication skills; able to build effective working relationships across a diverse group of stakeholders
- Solutions focused – Takes a highly organised yet pragmatic approach to project management, always focused on solutions and problem solving.
- Planning and Organising – Self managing with the ability to manage multiple strands of work, effectively prioritising activities and time Excellent organisational skills, with a keen attention to detail
- Excellent communication skills and ability to build consensus among a varied group of stakeholders

Professional skills

- Confident user of MS Office Tools, especially Word, Excel and PowerPoint
- Confident use of Basecamp (or equivalent) as the project communication platform
- Research and analytical skills, including gathering evidence and compiling brief reports and reviews
- Project management skills (may have a formal qualification)

Circumstances

- This role will be home-based.
- Travel within the UK will be required.
- It is possible to negotiate flexible working across the week.

How to apply

- Please upload your CV and a covering letter, setting out relevant experience and telling us how you fit the requirements of the role description by **9 September 2024**
- **We do not accept covering letters generated by AI**

Working Hours: Standard working hours are 37.5 per week, and a standard work pattern of 9 am to 5.30 pm with an hour for lunch. For this role, flexible working arrangements are possible if agreed in advance, with core hours of 10 am to 12 noon, and 2 pm to 4 pm.

Holidays: 25 days per year (for full time roles). Carry-over of holiday from one holiday year to the next is only allowed in exceptional circumstances and if agreed well in advance.



Libraries Connected



Pension: Employees will be auto enrolled in an approved pension scheme that is managed under a Pension Master Trust arrangement. Libraries Connected will contribute 5% of qualifying earnings and match employee contributions of 5%.

Sick Pay: Arrangements for payment during periods of sickness absence are as follows:

- 0 – 6 months service: Statutory Sick Pay only
- 6 months to 2 years' service: 4 weeks full pay
- 2 years to 5 years' service: 4 weeks full pay & 4 weeks half pay
- More than 5 years' service: 8 weeks full pay & 8 weeks half pay.