



## **The Belsize Community Library Manager**

### **Welcome to the Winch**

The Winch is a dynamic children and young persons' charity in north Camden. Founded in 1973, when our community repurposed a formerly derelict pub, as a much-needed youth space, we now engage and work with over 2,000 children, young people and families each year.

The Winch delivers a cradle to community pipeline of opportunity, through family support, play, youth-led, sports and social action programmes, working alongside children, young people and parents to develop their strengths, skills and sense of belonging of purpose. To make Camden a great place to live, learn and grow up in for all, we help people to read, create and connect at Belsize Community Library and back community-led change through the North Camden Zone

### **About Belsize Community Library:**

In 2012, the Winch took over the management of Belsize Community Library from Camden Council, to prevent the library's closure. Since then, the Winch has worked tirelessly to sustain this vital community asset, with the generous support of local residents, donors, volunteers and library visitors.

Belsize Community Library operates as a publicly accessible lending library from Monday to Wednesday. We employ two part-time members of staff, who also lead a team of volunteers. We run a number of activities and sessions on these days, often in partnership with others, to support children and families to thrive and to nurture and build our local community. Belsize Community Library is open Thursday-to-Sundays for a range of private bookings and community, creative and cultural activities.

### **About you**

We want to appoint a dynamic Community Library Manager to run the library and grow our provision, based on the three key themes that reflect our aspirations; Belsize Reads, Belsize Creates and Belsize Connects. We are looking for an enthusiastic community librarian who is passionate about the role libraries can play in transforming the lives of children, young people and families and the wider communities they inhabit. If you are brilliant at developing great partnerships, skilled in managing a multi-purpose venue, and keen to lead creative initiatives, we want to hear from you.

You'll work with an incredibly supportive team of staff, volunteers and supporters to develop and grow our local library offer, and you'll be able to see first-hand the difference you make from our beautiful library in Belsize Park.

## Belsize Community Library Manager Job Description

Job Title	Belsize Community Library Manager
Salary	£33,000 (pro rata £19,800)
Hours	24 hours per week (Mon-Wed)
Contract	Permanent
Probation	6 Months
Accountable to:	Head of Communities / Chief Operating Officer
Start Date	Available for an immediate start
Location:	Belsize Community Library, Antrim Road, NW3 3XN with occasional working from 21 Winchester Road, Camden, NW3 3NR.

### Summary

The Community Library Manager will be responsible for the day-to-day running of the library, programming and overseeing our activities and events. They will work closely with the Head of Communities to plan, deliver and evaluate the library's provision for children, young people and the wider community. They will work closely with our fundraising team to help us secure the funding and support that will sustain and enrich the library's future. They will be a friendly and welcoming face to a wide range of library visitors, be opportunity-focussed and keen to take the initiative. They will champion the power of reading and creative arts for all.

The Belsize Community Library Manager will contribute to the wider work of the Winch including supporting the safeguarding of children, young people and adults at risk, ensuring that the library is a safe space for all.

### Principal tasks & responsibilities

#### To manage and run the day-to-day operations of Belsize Community Library:

- Provide a friendly and encouraging welcome to existing and potential library users.
- Provide leadership and line management to library staff and to recruit, train and manage volunteers as part of the library management function.
- Manage and maintain the library resources, including sourcing new books, cataloguing donations and managing stock rotation, maintaining accurate membership and borrowing records.
- Issue books, handle enquiries and assist library users in accessing ICT and other resources.

- Promote the library, membership and its programme, managing the library newsletter and social media presence, in collaboration with the Winch's Marketing and Communications Officer.
- Manage the library budget and petty cash, ensuring strong financial controls and effective cost management.
- Ensure data on library usage is captured and evaluated to inform library planning, reporting and activity.
- Work with the Office and Services coordinator, cleaner, volunteers, staff, library hirers and contractors to ensure the building is well-managed, safe, hygienic and appropriately maintained.

**To plan, develop and deliver the library programme, directly and in partnership with others**

- Plan, develop, deliver and evaluate programmes of activity and events in line with the Winch's mission and strategy and agreed library action plan.
- Build constructive partnerships with other agencies, who wish to deliver services through the library or collaborate with the library to achieve mutually beneficial outcomes for beneficiaries.
- Create and maintain positive and empathetic relationships with children, young people and families, ensuring that their needs are met through the library events and activity programmes, maintaining a strong focus on delivering activities for children aged 0- 16.
- Signpost families and visitors to relevant services when appropriate.
- Organise regular community events.
- Secure regular feedback from library users, supporters, visitors and partners that informs future activities and programmes.

**To play an active role in supporting the sustainability and development of the library, through fundraising, income generation, donor support and partnership building.**

- Work closely with the Head of Communities and fundraising team to secure income for the library, contributing to any funding applications and the stewarding of donor relationships and potential partnerships.
- Proactively identify and pursue, with the support of the wider Winch teams, opportunities that will contribute to raising funds, resources and goodwill towards the library.
- Work closely with relevant colleagues to maximise income through room hire, events and other enterprise activities, delivered by the Winch or through partners on our behalf.

- To ensure any services delivered under contract or funded by partners are well managed and secure the objectives they are intended to achieve.

#### **To contribute to the wider work of the Winch.**

- Attend and participate in relevant Winch staff team meetings, away days, planning days and activities, contributing to the delivery of the overarching Winch mission and strategic plan.
- Maintain professional records, including reports, plans, evaluations, budgets, internal and external communications, volunteer records and health and safety documentation.
- Work closely with the Finance Manager and wider team to maintain accurate financial records, including project budgets, and help ensure any contractual requirements or donor expectations are known and met.
- Collect, enter and store data safely and accurately.
- Actively contribute to the reflection and learning in the team and across the wider organisation, to ensure we anticipate and respond to changing local needs and aspirations.

#### **General duties**

- Model commitment to the principles of justice, equity, diversity and inclusion
- Demonstrate commitment to, and take responsibility for, safeguarding children, young people and adults at risk, in the context of your role.
- Attend and participate in individual, staff, trustee and team meetings, supervision, and appraisals, as required.
- Always exhibit The Winch's values and positive behaviours.
- To ensure and model positive, productive, and supportive team relationships
- To provide excellent customer service and beneficiary care.
- To act as an ambassador for and champion of the organisation, including in external engagements and on social media.
- To participate in wider activities to support our work, including some infrequent and planned evening or weekend work, contributing to The Winch's wider strategy, ethos and development.

## Person Specification

Essential	Desirable
<p>Two years' experience of working in a community library setting or equivalent.</p> <p>Knowledge and a practical understanding of running a community library on a day-to-day basis.</p> <p>Experience of activity and events programming for diverse communities and participants.</p> <p>Excellent oral and written communication skills, such that you are able to present complex information in a clear and compelling narrative, write reports, newsletters and promote literacy.</p> <p>Able to work in a busy and complex environment which is regularly accessed by children and young people and the general public which at times can be challenging</p> <p>Highly proficient in the use of IT skills (email, Word, Excel, PowerPoint, Google suite, etc.)</p> <p>Highly organised, professional, resilient, reliable and motivated individual.</p> <p>A commitment to safeguard children and vulnerable adults</p> <p>Understand the principles of justice, equity, diversity and inclusion and be able to apply these principles in working with children and their communities.</p>	<p>Professional librarian qualification or equivalent.</p> <p>Experience of managing a budget.</p> <p>Fundraising or income generation experience.</p> <p>Experience of managing volunteers, and/or insight into volunteering</p> <p>An awareness and knowledge of library management systems or information databases/CRMs.</p> <p>Practical knowledge of impact measurement approaches.</p> <p>Excellent relationship management skills across a diverse range of people and organisations.</p> <p>Experience of managing a venue or multi-purpose community space.</p>

### Important Note:

The Winch is committed to keeping children, young people and vulnerable adults safe from harm. The successful candidate will be subject to Enhanced DBS checks and be required to undertake safeguarding training.

The Winch is committed to the principle of equal opportunity in employment and its employment policies for recruitment are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, care status, age, ethnic and national origin, disability or gender reassignment.

## **The Winch Values**

### **We are committed to the following values:**

- Act with integrity because we believe that authenticity must lie at the heart of what we do.
- Be ready for anything because we recognise that others' lives and situations require us to be flexible and responsive.
- Go the extra mile because we understand that additional commitment is often needed to make a difference, whether to a child or a professional.
- Show compassion because we see each person we work with as a unique individual and part of our family.
- Take the initiative because we feel that too often interventions fail or systems miss the point because nobody is being proactive and seeking out solutions.
- Work collaboratively because we believe that children, parents and everyone committed to supporting them hold part of the solution.

### **What else do I need to know?**

The Belsize Community Library is based at Antrim Road, Belsize Park, London NW3 4XN. Opening hours are Monday & Tuesday 10.00am-6.00pm and Wednesday 12 noon until 8.00pm.

It is 10 mins walk from The Winch Building at 21 Winchester Road, London NW3 3NR, just a minute's walk from Swiss Cottage underground station and within walking distance of multiple bus routes.

### **The Benefits**

We offer a training budget. You will also be asked to complete mandatory accredited training, which counts towards your continuing professional development.

The Winch has an Employee Assistance Programme with Health Assured. This includes access to a wealth of services including counselling, legal information, bereavement support, medical information and CBT online. There is also access to a virtual library of wellbeing information.

We offer new employees 30 days holiday pro rata per year (including Bank Holidays) and the opportunity to join a contributory pension scheme.

### **HOW TO APPLY:**

To apply for this position, please send your CV (maximum 3 pages) and a personal statement of no more than two sides of A4 (font size 12 or above) outlining why you are interested in the role and

our organisation, and how you meet the person specification to [jobs@thewinch.org](mailto:jobs@thewinch.org). Please label the email Belsize Community Manager role

Please note that applications without a CV and personal statement will not be considered.

You will be asked to provide the names, positions, organisations and telephone contact numbers of two referees, one of whom should be your current/most recent employer. References will only be taken once your permission has been granted. In addition, an enhanced DBS check is required for employees at The Winch.

In addition, to an enhanced DBS check you will also be required to provide proof of eligibility to work in the UK.

**We will be interviewing on a rolling basis from 29<sup>th</sup> April 2024 onwards. The closing date for this position is 20<sup>th</sup> May 2024 or sooner if we find a suitable candidate.**

We would also be grateful if you could let us know if you will require any special provision as a result of any disability should you be called for an interview.

Finally, please ensure that you include your mobile number and an email address.