

# VACANCY

## Library Manager

**Stokesley Town Council is looking for a friendly, outgoing, committed individual with a real passion for literature and libraries to work at The Globe, Stokesley's Community Library. The post has overall responsibility for the management of the library, its resources and staffing, with support from a board of Trustees. The post offers the opportunity to have an impact on community life and developing an active programme of events.**

The successful candidate will play a major role in the future success of the Library, by ensuring an excellent service is delivered to residents and visitors. Previous library experience, although not essential, would be preferred, training and support will be given. We are looking for someone who has the drive to ensure a great experience for all who visit the library, to develop the service and shows an understanding of providing community activities. You will have experience working in a customer service environment, with the aptitude and ability to lead a team of enthusiastic and highly motivated volunteers. and have a minimum of 5 GCSEs or equivalent. There will also be the need to undertake administrative duties and have a working knowledge of office IT Systems. Familiarity in using web-based information would be advantageous.

The post is part-time, for 26 hours per week, including alternate Saturdays, with some additional overtime to start as soon as possible.

### **Background**

The library is run in partnership with North Yorkshire County Council (NYCC) with a Service Level Agreement in place. The Town Council provides funding for this role through the annual precept and is the employer. The postholder will report to the board of Trustees.

### **Salary**

The role will attract a minimum salary on the National Joint Council SCP scale 19 – 22 dependent on skills and experience (this is currently under review). Holiday pay and pension are included, and the contract will be on a rolling annual basis.

To be considered for this opportunity please contact Julie McLuckie, Town Clerk, for a full job description either by phone on 01642 710270 or email [contact@stokesleytowncouncil.gov.uk](mailto:contact@stokesleytowncouncil.gov.uk)

**Application is by CV with a covering letter, stating how you meet the criteria for the role. The closing date for applications is Friday 9<sup>th</sup> December, with interviews over the following week.**