



Information for Candidates

We are looking for two part-time Network Co-ordinators

- One for the South West, West Midlands, East Midlands and Wales
- One for the North and North Midlands

Below you will find the job description and person specification for a Network Co-ordinator.

Please state clearly in your application which region you wish to be considered for.

The Regional Network Co-ordinators will work from home, though from time to time you may work from a CML building or travel for activities or visits to other CMLs.

Application Instructions

Please submit a CV and covering letter (using the Job Description & Personal Specification) to info@communitylibrariesnetwork.org.

Job description

Job title:	Regional Network Co-ordinator
Hours per week:	Part-time, 21 minimum (3 days)
Salary:	£18,000 pro-rata p/a (Full time £30,000)
Responsible to:	Network Manager with additional support from Trustee Regional Advisor
Contract:	3 years initial term

Overall responsibility

To draw up and implement a plan to build up and support regional networks of Community Managed Libraries (CMLs) within the South West, West Midlands, Midlands, Wales, North Midlands and the North.

To build relationships and regular communication with CMLs in the regions; capturing the needs and insights from CMLs to inform policy development and to help develop and grow the work of the Network.

Work with the Charity's Board of Trustees to encourage Community Managed Libraries (CMLs) to expand their services and develop into businesses operating community hubs and sharing their learning experiences across the Network.

Summary of responsibilities and duties

Reporting to the Network Manager and working with your joint Regional Co-ordinator and Trustee Regional Advisors to

- Identify CMLs within specific regional pockets both urban and rural to create identifiable regional networks.
- Act as the first point of contact for CMLs in the regions.
- Develop communication within these networks by creating a programme of monthly Network Meetings relevant to individual regional networks.
- Work with the NM to produce a monthly newsletter distributed via Mailchimp to include news from the regions.
- Work with NMC to maintain and update the Network's mailing list.
- Develop a programme of shared training and learning activities for local networks hosted by other agencies including links to webinars, documents.
- Work with NMC to create and produce toolkits to support learning including a volunteer toolkit.
- Contribute to a library of resource and information for use by CMLs and marketed to other agencies.

- Work with partner agencies to develop a programme of podcasts featuring Community Hub CMLs from specific regions.
- Organise regional workshops, seminars and conferences specific to a region.
- Support consultation exercises in the regions.
- Support membership growth and development in the regions.
- Collate insights and learning from CMLs in the regions to inform policy development and programmes of support for CMLs.
- Work with Trustees to promote and organise a series of Public Space Management training programmes within the regions.
- Any other duties as determined by the Board of Trustees and Members.

General requirements:

- Adhere to the Network’s guidelines, policies and procedures
- Contribute to the overall ethos/work/aims of the organisation
- Participate in training, other learning activities and performance development as required
- Participate in and contribute to team meetings
- Take personal responsibility for safety as outlined in the Health and Safety at Work Act 1974
- Commitment to Racial Justice, Equality and Diversity
- Support the Network Manager, Regional Co-ordinator and Trustees on various project activities as appropriate/relevant
- All information concerning staff and all other stakeholders must be held in the strictest confidence and must not be divulged to any unauthorised person at any time, unless to do so is in the best interests of the individual. In this instance the post holder should be appropriately advised by a Trustee
- Comply with the requirements of the Data Protection Act 1984 and the Computer Misuse Act 1990

Person Specification

Qualification	Essential	Desirable
Educated to degree level or equivalent or up to 5 years’ experience in a Charity or Community Business		x
Business or Retail Management qualifications an advantage		x
Experience		
Working in a public facing customer service orientated role	x	
A successful track record of delivering to income and service based targets	x	
Working as part of a team	x	
Knowledge		
Knowledge of equal opportunities and experience of working with people from a range of backgrounds in a multi-cultural local community	x	

Knowledge of child protection issues and working with vulnerable adults		x
Knowledge of Health and Safety issues and or the willingness to learn		x
Skills		
Ability to multi-task and work effectively in a busy working environment with a can-do attitude	x	
Ability to use MS office (Word, Excel) Internet and Email, project management systems and databases	x	
Knowledge of social media including Twitter and Facebook	x	
Proven track record of effective project management	x	
Ability to manage own time to prioritise work, meet deadlines and achieve targets within a complex and wide-ranging programme	x	
Ability to adapt readily and respond constructively to change and be flexible	x	

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