**BOURNEMOUTH, CHRISTCHURCH & POOLE**

**JOB DESCRIPTION**

**SERVICE UNIT: Customer & Business Delivery**

**JOB TITLE :**  **Libraries Literacy Officer (Job Share, 22.5 hours)**

**REF No:**

**GRADE: G**

**JE REF No:**

**Responsible to: Children’s and Young People’s Librarian**

**MAIN PURPOSE**

• To assist with the provision and development of children’s and young people’s work to help to support the delivery of high quality, customer centred and inclusive library and information service.

**MAIN RESPONSIBILITIES**

* To assist with the effective delivery of the Summer Reading Challenge and other literacy initiatives.
* To actively promote events and initiatives such as the Summer Reading Challenge to teaching staff and school children via school assemblies and other means.
* To assist with the identification of the needs of the user and the potential user to exploit the children’s and young people’s offer.
* To assist with the management and development of stock and resources for children and young people.
* To strive for continuous improvement in children’s and young people’s work using digital methods where appropriate
* To assist with the children’s and young people’s work and development issues such as the use of digital methods, for the library service and in the council.
* To work with internal and external partnerships to support library services to children and young people.
* To foster links with schools and partnerships to support library services to children and young people.
* To assist the Children’s and Young People’s Librarian in the delivery of reading initiatives such as the ‘Bookstart’ reading initiative, Cultural Hub and Reading Hack initiatives.
* To work with the marketing team on the promotion and marketing of the library service for children and young people, including using library social media.
* To work to targets, undertake training and to help with the training of library colleagues, including the use of Microsoft Teams application.
* To work with partners, organisations and families to encourage family literacy.
* To find ways to encourage Teens and Young Adults to use library resources and assist with initiatives such as focus groups.
* To support the Children’s and Young People’s Librarian as necessary with reader development initiatives and support children’s and teens work in the library branches.
* To undertake such other duties as may be required from time to time commensurate with the level of the post.
* The postholder will be required to wear an identification badge when on duty.
* The postholder must comply with all decisions, policies and standing orders of the Councils and any relevant statutory requirements, including the Equality Act, the Health and Safety at Work Act and Data Protection Legislation.