

**BRISTOL CITY COUNCIL****JOB DESCRIPTION**

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| <b>Job title:</b>       | Library Early Years Coordinator        |
| <b>Bristol grade:</b>   | BG9                                    |
| <b>Managed by:</b>      | Children's Reader Engagement Librarian |
| <b>Responsible for:</b> | No direct reports                      |
| <b>Directorate:</b>     | Growth and Regeneration                |
| <b>Service area:</b>    | Library Service                        |

**Purpose of the job**

Assist in the development, maintenance and delivery of Children and Young People's services city-wide, leading on services to the under 5s.

**Key job outcomes/accountabilities**

- Promote the library service in order to encourage library use by children and their carers, and to develop shared projects.
- Support library staff and services by organising and participating in a programme of children's events and activities which encourage literacy, early language development, reader development and library use.
- Liaise with key related organisations in the delivery of services to children and young people, including early years settings, schools, other agencies and charities, as directed by the Children's Reader Engagement Librarian.
- Lead on and oversee the delivery of the Bookstart scheme and Bookstart projects
- Participate in the delivery of staff training in services to children and young people such as Baby Bounce and Rhyme in order to ensure that services are delivered to agreed standards.
- To undertake public contact and outreach across the whole city.
- To support the Children's Reader Engagement Librarian and the wider Reader Engagement Team in delivering their programmes as required.
- To support the Reader Engagement Team in the delivery of the library social media platforms.
- To work with the Children's Stock Librarians and stock team to assess library stock.

### **Key job outcomes/accountabilities**

#### **Additional Information:**

Post holders must be willing and able to work regular evenings and weekends and occasional public holidays to meet the needs of the service as required, and to work in a variety of localities and in different libraries as the service requires. Also must be willing to travel to any location in the city as required, within the provisions of the Bristol Contract.

Please note that this role is subject to an Enhanced DBS Check.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes.

### **General Accountabilities**

- A. So far as is reasonably practicable, the post holder must ensure that safe working practices are adopted by employees and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare Policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the City Council.
- C. To model and promote good equalities practice and value diversity across the service.
- D. Ensure that output and quality of work is of a high standard and complies with current legislation/standards.
- E. Ensure that all mandatory training is undertaken as required e.g. - Bristol City Council's Induction, Health and Safety, Equalities, Safeguarding Children and Safeguarding Adults. Please note - this is not a comprehensive list.