

**BRISTOL CITY COUNCIL****PERSON SPECIFICATION**

<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

<b>Preferred assessment method</b>	
<b>A</b>	Application
<b>AC</b>	Assessment centre
<b>I</b>	Interview
<b>PA</b>	Practical assessment
<b>P</b>	Presentation
<b>T</b>	Test

The table below sets out the essential and desirable knowledge skills and aptitude required to do this role.

**Essential (MUST HAVE)** = minimum skills, qualifications, knowledge and experience required to perform in the role

**Desirable (COULD HAVE)** = skills, qualifications, knowledge and experience required that will help the jobholder to perform in the role

<b>Requirement - ESSENTIAL</b>	<b>Method</b>
Qualified Librarian (i.e. postgraduate qualification in Librarianship or Information Science) or level 5 Early Years qualification or other relevant degree.	<b>A, I</b>
Experience of working in a library environment with experience of delivering services to children & young people with proven success in relating to them <b>OR</b> experience of working with children or young people in other settings with proven success in developing & delivering activity programmes.	<b>A, I</b>
Up-to-date knowledge of key professional & technological issues affecting a modern and changing public library service, including the use of major social media platforms.	<b>A, I</b>

Experience of improving services to maximise social inclusion.	<b>A, I</b>
Excellent verbal communication skills to communicate effectively with a diverse audience including children & their carers, to converse with citizens, assess their information needs & provide complex information in accurate spoken English, or through a BSL interpreter and convey information in a manner appropriate to the recipient.	<b>A, PA</b>
Ability to manage projects and workload without close supervision and prioritise tasks to achieve service deadlines.	<b>A, I</b>
Ability to effectively train other people.	<b>A, I</b>
Ability to work constructively as part of a team and to negotiate mutually satisfactory outcomes with colleagues and partners.	<b>A, I</b>
Able to demonstrate knowledge and/or experience of equalities and diversity issues.	<b>A, I</b>
Have a working knowledge of business and teamworking applications, for example Microsoft 365 or equivalent, including email, word processing, spreadsheet, browser, and team collaboration applications, and have a willingness to learn new applications and technology as required.	<b>A, I</b>

<b>Requirement – DESIRABLE</b>	<b>Method</b>
Experience of working with children in a public library or other service.	<b>A</b>
Knowledge of children's literature.	<b>A</b>
Basic knowledge of children's key learning stages and the modern educational system.	<b>A</b>
Practical experience of computer applications in a library environment.	<b>A</b>