

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

Job title:	Library Volunteer Coordinator
Bristol grade:	BG9
Managed by:	Library Service Development Manager
Responsible for:	No direct reports
Directorate:	Growth and Regeneration
Service area:	Library Service

Preferred assessment method	
A	Application
AC	Assessment centre
I	Interview
PA	Practical assessment
P	Presentation
T	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

Requirement - ESSENTIAL	Method
Experience of recruiting and coordinating volunteers.	A, I
Experience of training and supervision.	A
Understanding of the role of the library service.	A, I
Experience of creating and maintaining information recording systems.	A, I
A flexible approach to solving problems under pressure and the ability to find creative solutions.	A, I

Ability to negotiate mutually satisfactory outcomes with colleagues and partners.	A, I
Ability to manage workload without close supervision and prioritise tasks to achieve service deadlines.	A, I, T
Ability to prioritise and organise conflicting work tasks within specific timescales, with minimal supervision.	A, I
Able to demonstrate knowledge and/or experience of equalities and diversity issues.	A, I
Have a working knowledge of Microsoft Office applications or equivalent including the following: Outlook, Word, Excel, Edge, and have a willingness to learn new applications and technology as appropriate.	A, I
Excellent written and verbal communication skills with an ability to assess any given situation and to convey information in a manner appropriate to the recipient in accurate spoken English, or through a BSL interpreter.	A, I

Requirement – DESIRABLE	Method
Experience of working in public libraries.	A
Experience of partnership working with other organisations.	A