

Person Specification

Job title	Libraries and Communities Co-ordinator
Service area	Libraries and Communities
Job family	Social Renewal, Learning and People Development
Level	6
Grade	7
Reporting to	Libraries and Communities Manager

How we recruit

Glasgow Life uses a competency-based recruitment approach. This means we assess candidates based on the skills, knowledge, and behaviours needed for the role, as outlined in the person specification and role profile.

The person specification outlines the essential and desirable criteria for the role. It is used to shortlist candidates for interview.

The role profile sets out the key competencies for success in the role and is used to develop the interview questions and other assessment methods.

Assessment methods may include:

- Application form
- Interview
- Certificates or evidence of qualifications
- Practical assessment (where applicable)

More information is available on our candidate guidance page: [Join our team-candidate guide](#)

Summary of role

Role purpose

Contribute to, and within area of focus, lead on strategic management, planning, operations, development and delivery of services and venues operated by Glasgow Life, ensuring that buildings and services meet the needs of local communities and service users and are managed as efficiently, safely and cost effectively as possible, aligning with Vision for Glasgow Libraries, the CLD Strategic Plan, and other relevant strategic priorities.



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Main responsibilities:

- In line with strategic objectives, enable and support the development and implementation of thematic (health and wellbeing, early years children and families, youth, adult learning, community development, employability and inclusion, digital, libraries operations and development, community assets) learning programmes and activities that reflect local needs identified through engagement with communities, data, and relevant agencies, ensuring optimal and effective delivery of services at a local level.
- Lead and manage a team of staff, including ongoing support and supervision, training and development and performance management, that will identify and assist in the delivery of thematic learning and engagement programmes and activities that develop the capacity of individuals/groups and communities to improve health and wellbeing, employment opportunities, decision making and overall life chances.
- Lead on and co-ordinate the implementation of citywide and local engagement strategies, plans and projects that will pro-actively engage and involve local communities thus ensuring a better understanding of wider service needs to inform a more effective and efficient use of services and resources to improve outcomes for people.
- Work in collaboration with wider Libraries and Communities teams and Glasgow Life Service Areas to assist in the development of programme content, volunteering opportunities, and co-ordination of provision to meet local needs, ensuring appropriate feedback and developmental pathways and identified gaps in provision are addressed.
- Undertake monitoring and evaluation of agreed targets, outputs, outcomes, and standards. Manage and monitor budget expenditure and play an active role in identifying and sourcing funding from external sources.
- Build and maintain effective positive relationships and partnerships internally and externally to plan strategically and identify opportunities and approaches that reach new audiences, secure external funding, develop volunteering opportunities where appropriate, maximise resources, and create new and innovative ways of working.



Criteria

Education, qualifications and training

Essential

ICT literate.

Educated to degree level or equivalent industry experience.

Desirable

Postgraduate qualification – library and information work/community education/learning or equivalent.

Evidence: Application form, Certificate.

Skills

Essential

Excellent interpersonal and communication skills.

Proficient literacy and numeracy skills.

Excellent customer service skills.

Project management skills.

Excellent analytical and decision-making skills.

Desirable

Understanding of how communities work.

Evidence: Application form, References, Interview.

Knowledge

Essential

Previous experience of leading a team.

Previous experience of managing budgets.

Experience of partnership working with a strong ability to develop and influence at a geographical level.

Desirable

Previous experience of leading programme delivery within the community.

Evidence: Application form, Interview.

Other

Positive can-do attitude.

Ability to work on a flexible pattern of hours including weekend and evenings.

Ability to work in locations across the city.

A positive attitude to change, problem solving and able to take responsibility.

Evidence: Interview.



Role Profile

Competencies

	Competency	Level
1	Personal Effectiveness – Communicating	2
2	Personal Effectiveness – Decision Making	1
3	Providing Excellent Customer Service - Customer Orientation	1
4	Leadership – Takes Initiative	2
5	Delivering Results - Motivation	3
6	Delivering Results – Planning	2

Evidence: Interview.

Note: Candidates should refer to the accompanying Role Profile for full details.



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