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<b>Role:</b>	<b>Part Time Library Assistant</b>
<b>Working Hours:</b>	<b>12.5 hours per week. Working on Saturdays (7 hours) and 5.5 hours on another weekday to suit (This position could be a job share i.e., working alternate Saturdays)</b>
<b>Salary:</b>	<b>£23088 per annum (pro rata)</b>
<b>Place of Work:</b>	<b>Moulton Community CIO, Moulton Library, Health and Wellbeing Hub, Moulton Community Centre, Reedings, Moulton, NN3 7AX</b>

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### **Applications are invited for the post of Part Time Library Assistant(s)**

- Can you provide excellent customer service to all visitors to Moulton Library?
- Are you an excellent communicator?
- Are you motivated and enthusiastic with a proactive approach?
- Are you passionate about serving your local community and implanting ideas to benefit library customers?
- Are you creative and excited about delivering and supporting memorable activities for children and their families?
- Would you like to make a real difference to the lives of others?
- Do you have experience of providing similar services – Storytime's, arts and crafts etc. to children?

This is an opportunity to join our fabulous Community Connectors where you will use your skills to deliver a wide range of activities for children and their families within our library space. Dealing with a variety of enquiries and tasks to include joining new borrowers, supporting our innovative Health and Wellbeing Strategy, and assisting in developing the provision already offered. The role will include working every Saturday and a day in the week or can be part of a job share scheme i.e., working alternate Saturdays and all of the hours worked during the week when not scheduled for work on the Saturday.

Moulton Parish Council are currently Ncalc Council of the Year for the services provided through the Library, Health and Wellbeing Hub and the Library receives 10,000 visitors per month. Acting as a Community space which is warm and welcoming to all, you will embody our approach of being a safe inclusive space. We work continuously to make a difference and improve people's lives. If you want to use your skills and experience to join us in our ambition to directly impact on the welling of our residents in a positive manner, then we would love to hear from you.

The successful candidate will be subject to an enhanced Disclosure and Barring Service check and will require a full clean driving licence and access to a vehicle.

The successful candidate will need to demonstrate excellent organisational and communication skills, as well as an ability to work efficiently and accurately and will be IT proficient and possess the ability to use social media/ websites, etc.

For further details or to request an Application Form and Job Description, please contact Jane Austin, Executive Officer, Moulton Parish Council by email: [officer@moultonparishcouncil.org.uk](mailto:officer@moultonparishcouncil.org.uk)

**Closing date: Monday 24<sup>th</sup> July 2023**