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OneRen Library Assistant Recruitment Pack

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Contract Details

Position: Library Assistant

Salary: Grade 3: £26,790.97 – £28,013.72

Line Manager: Library Supervisor

About The Role:

OneRen are passionate about the part we play in improving life-long physical and mental health in every one of our communities. Our trust provides a range of affordable, accessible and ambitious services that are open to all and that improve personal, social and economic outcomes. Our goal is to improve the people of Renfrewshire's health and wellbeing by working in partnership to design and deliver a range of life-enhancing and accessible cultural, leisure and sporting opportunities that meet local needs and improve life chances across the population.

Are you passionate about empowering people to grow and thrive? Do you believe in the power of continuous learning to drive performance and innovation? If so, we want to hear from you! At OneRen we're on a mission to build a culture of learning where every team member has the tools and support to reach their full potential. As our **Library Assistant** you'll play a key role in delivering quality front-line library services in line with national and local agendas. It is essential that you have an enthusiastic and flexible approach and can demonstrate an enthusiasm for the written word and reading. You must be computer literate and show evidence of digital literacy. You must have excellent communication and customer care skills.



What You'll Do:

- Assist in the day-to-day operation of a community library.
- Serve the public within the library, providing an efficient, helpful and responsive service at all times.
- Assist in ensuring that the local community is fully aware of the benefits of library membership through consultation with all sections of the local community.
- To assist in ensuring that stock and other resources are current, organised, maintained in good order and attractively presented.
- Be familiar with and encourage the use of technology in the library by delivering training to individuals and groups, including children.
- To assist in delivering a programme of events in the library to attract new users of all ages.
- Be familiar with and encourage the use of information resources to answer enquiries.
- To contribute to the department's quality improvement framework.

What You'll Bring:

- Experience of dealing with the public.
- Understanding of the role of libraries in the community.
- Good Communication skills.
- Excellent ICT skills.
- Ability to work under own initiative with the minimum of supervision.
- Willingness to participate in a programme of events.
- A passion for helping others grow.

Why Join Us?

- A supportive, inclusive, and innovative culture.
- Opportunities for professional growth and development.
- Flexible working arrangements.
- A chance to make a real impact on people's careers.



Benefits

- 21 days annual leave and 12 public holidays, pro rata, with an increase in line with length of service.
- Buying additional leave of up to 5 days extra.
- Free or discounted access to OneRen leisure facilities and up to two nominated family members or friends.
- Use of all swimming pools with up to 5 friends or family.
- A free venue and performance ticket per season.
- Family friendly policies including flexible working, enhanced maternity/paternity.
- Access to Strathclyde Pension Fund, an employee contribution of 5.5% and employer contributory pension scheme of 17.5%
- Discounts with local and nationwide retailers via our Vivup – our employee benefits platform.
- Access to Occupational Health, Physiotherapy & CBT
- Access to Time for Talking, a trusted mental health and wellbeing provider.
- Access to free and confidential financial support advice services
- Discount off food and beverages at the Cafes located within OneRen venues.

Ready to inspire growth and unlock potential?

Apply now at <https://www.oneren.org/work-with-us/join-our-team/>.

Contact for the role is: Stephen Slevin, Library Development Coordinator

What Happens Next

We'll shortlist based on your experience and potential against the essential criteria for the role. If selected, you'll be invited to an interview with the team. We may also ask you to prepare a short task to show us how you think and approach your work.

We're keen to make the process welcoming and fair – if you need any adjustments, just let us know.

