



timsbury.parish.clerk@gmail.com 01761 470 516

Co-ordinator of the Timsbury Community Library

Timsbury Community Library is part of the Libraries West system with B&NES Council, based at the YMCA in North Road. Established in October 2018 it is staffed by Volunteers who are managed by the Co-ordinator. The Library is a resource and a meeting place for all ages in the community. The Co-ordinator of the Community Library reports to the Communications Committee of the Parish Council - with day-to-day reporting to the Parish Clerk and liaison with the Volunteers.

The main role is the co-ordination of the activities needed to ensure the successful running of the Community Library.

Job Description

To manage the Volunteers

- Recruit and train Volunteers
- Create and manage the Library Rota for Volunteers.
- Provide and keep up to date a Volunteer information reference book.
- Ongoing Volunteer management and support including regular meetings and provision of information about Library developments

Liaison with Bath Central Library and B&NES

- Work with B&NES and specifically the Community Library Co-ordinator.
- Ensure that we work in partnership with the Community Libraries and that Volunteers and Customers are informed of offers and services available regarding the wider Library Service.
- Keep abreast of developments such as updated IT and issuing systems and inform Volunteers about these.
- Roll out programmes such as the Summer Reading Challenge

Publicising the Library and Liaison with schools and other groups

- Publicise the Library - producing and distributing posters and information on Social Media, in the Timsbury Letter and within any other publications.