



Projects and Finance Administrator

Fixed term period ending on 31 March 2024

Location: Home-based with frequent travel

Application Deadline: 5pm on Monday 20 March 2023.

Interviews will be held online on Wednesday 5 April.

Salary: Full time, £30,110 per annum

Contract: Fixed term contract until 31 March 2024, with a view to extend

Applicant information

About us – Libraries Connected

www.librariesconnected.org.uk

Libraries Connected (formerly called The Society of Chief Librarians) has 20 years of experience as the professional body representing the 177 Heads of Library Services in England, Wales and Northern Ireland. LC takes a leading role in the development of public libraries, through sharing best practices, advocating for continuous improvement on behalf of local people, and leading the debate on the future of the public library service.

Our vision is an inclusive, modern, sustainable and high-quality public library service at the heart of every community in the UK. We believe modern public libraries should be the cornerstone of the community and should deliver a diverse spectrum of local needs around information, learning, literacy, employment and digital skills, health, culture and leisure.

The role of Libraries Connected is to:

- **Represent** the public library sector nationally, regionally and locally and to communicate the value of libraries to decision makers and to a limited extent to the general public
- **Connect** partners to local libraries, by brokering national partnerships with a wide range of partners around the delivery of services and for the attraction of funds, by working together and making optimal use of resources
- **Improve** the provision of local public library services by developing and disseminating standards of best practice, provide training and development for library staff, facilitating a network of library leaders across the UK



Libraries Connected

- Drive innovation and new thinking around the important role of libraries in a modern society.

The Projects and Finance Administrator will support:

Sector development projects

This is a time of unperecedented challenge, but also of opportunity for the public library network and Libraries Connected have been working with its partners on a range of projects and programmes which will both strengthen and develop the public library sector. The current projects this role will support:

- Know Your Neighbourhood: Funding from DCMS via Arts Council England to enable volunteering and tackle loneliness through libraries. This programme will run from January 2023 – March 2025.
- eLicensing: An Arts Council England funded a project to increase affordability and availability of digital content to public library services. This programme will run from February 2023 – March 2024.
- Coronation: An Arts Council England grant to provide funding for English Library services to celebrate the King's Coronation with their communities. This programme will run from April 2023 – September 2023.
- Apprenticeships, Kickstart & Training Network: Develop a support network for organisations and managers who are running apprenticeship schemes. This programme will run from April 2023 – September 2023.

The projects will be managed by a project manager, working with expert contractors to deliver the programmes of work. Additional projects and programmes may arise throughout this period.

Finance Administration

Libraries Connected has an ambitious programme of work as a Sector Support Organisation funded by Arts Council England, and as a membership body. We therefore have a multi-stranded income and expenditure budget, with a busy finance system which is managed by our Finance Manager.

General Administration

Libraries Connected has established a Process and Administration Team (PAT) whose role is to ensure that the Libraries Connected staff receive efficient and cohesive administrative support, and that resilience is built into the administrative processes in terms of knowledge sharing, process documentation and consistency.





Libraries Connected

Project and Finance Administrator



Job profile

Job Title: Projects and Finance Administrator

Location: Home-based with frequent travel

Hours and salary

Salary: Full time, £30,110 per annum

Contract: Fixed term contract until 31 March 2024, with a view to extend

Reports To: Project Manager

Main purpose:

To support the successful delivery of projects.

To provide administrative support to the Libraries Connected team.

To support successful management of our finances.

Main activities: We are seeking a Projects and Finance Administrator to support the successful delivery of the projects and to support our financial processes.

Your role

- To provide administrative support to the Project Manager and Project Boards
- To efficiently manage and organise project paperwork and relevant data in order to provide clear audit trails and support project reporting and evaluation
- To minute project board and other key project meetings
- To support the Finance Manager, including raising invoices, processing expenses and maintaining budget records
- To organise meetings schedules, venues and catering
- To field queries and comments from the libraries and to provide timely updates on day-to-day matters via Basecamp (our projects platform)
- To engage with participating libraries seeking information as required by project managers.

Key relationships

- Reports to the Project Manager
- Supports the Libraries Connected Leadership Team
- Works with the Finance Manager to support effective financial processes
- Works with the Process and Administration Team (PAT) to provide support as needed
- Supports the project boards
- Supports the network of participating libraries and individual library staff



About you - Person specification

Experience

- Supporting project delivery in a multi-faceted administrative role
- Managing project documentation and setting up filing systems
- Supporting finance processes, including raising invoices, processing expenses and debt collection
- Organising meetings and events, including booking venues and catering
- Providing secretariat support to multiple boards, including paper distribution, minute-taking and action tracking
- Complex diary management of both internal and external stakeholders
- Collation and presentation of data for various audiences
- Identifying administrative process improvements.

Knowledge/qualifications

Essential:

- Strong administrative skills
- Knowledge of project management processes
- Understanding of financial processes.

Desirable:

- An understanding of the public libraries sector or other area of public service delivery.

Behaviours/competencies

- Communicating and relationship building - Excellent verbal and written communication skills; able to build effective working relationships across a diverse group of stakeholders
- Solutions focused – Takes a highly organised yet pragmatic approach to project management, always focused on solutions and problem solving.
- Planning and Organising – Self managing with the ability to manage multiple and very different strands of work, effectively prioritising activities and time
- Excellent organisational skills, with a keen attention to detail
- Excellent communication skills and ability to field queries and issues
- Able to pick up new systems and platforms with ease.

Professional skills

- Confident user of MS Office Tools, especially Word, Excel and PowerPoint
- Confident use of project communication platforms, such as Basecamp
- Confident user of finance management systems, such as Quickbooks
- Confident user of data collection tools, such as Microsoft Forms and Survey Monkey
- Confidently numerate, and ability to manage financial information including via spreadsheets and finance databases.

Circumstances

- This role will be home-based.



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- Travel within the UK will be required.
- It is possible to negotiate flexible working across the week.

How to apply

- Please email your CV and a covering letter, setting out relevant experience and how you fit the person specification in this role description to info@LibrariesConnected.org.uk by 5pm on **Monday 20 March 2023**.
- Interviews will be held online on **Wednesday 5 April**.

Working Hours: Standard working hours are 37.5 per week, and a standard work pattern of 9 am to 5.30 pm with an hour for lunch. For this role, flexible working arrangements are possible if agreed in advance, with core hours of 10 am to 12 noon, and 2 pm to 4 pm.

Holidays: 25 days per year (for full time roles). Libraries Connected reserves the right to nominate up to four days between Christmas Day and New Year's Day as designated holidays which employees are required to take from their holiday entitlement. Carry over of holiday from one holiday year to the next is only allowed in exceptional circumstances and if agreed well in advance.

Pension: Employees will be auto enrolled in an approved pension scheme that is managed under a Pension Master Trust arrangement. Libraries Connected will contribute 5% of qualifying earnings and match employee contributions of 5%.

Sick Pay: Arrangements for payment during periods of sickness absence are as follows:

- 0 – 6 months service: Statutory Sick Pay only
- 6 months to 2 years' service: 4 weeks full pay
- 2 years to 5 years' service: 4 weeks full pay & 4 weeks half pay
- More than 5 years' service: 8 weeks full pay & 8 weeks half pay.