Project and Business Administrator

Salary: £26,250 full time, or pro rata if 4 days.
Location: London Office Based, with frequent travel. Option for some home working.

Fixed term period ending on 31 May 2020
Extension to 31ˢᵗ March 2022 to be confirmed by April 1st 2020.
The role is funded from a project grant up to 31ˢᵗ March 2022. The grant is in two parts, with the second part being confirmed following successful delivery of the first.

The role is 5 days per week, though 4 days will be considered with additional capacity at agreed times of demand.

Application Deadline: 9pm on 13ᵗʰ January 2020.

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

Introduction to Future Funding Programme

Funding for public libraries has traditionally been from direct local authority funding, and with reductions in this over the past years, there has been an impact on the stability of library funding.

Our members – the public libraries – have asked for help to ensure that they have the skills to be able to secure funding from a range of sources, so that they can make their own strategies and decisions over their future funding.

To do this we will learn from the successes across the library sector and those adjacent to it, from other areas in the public and third sector, and we will seek input from the private sector. We will use this to co-develop a training programme that all public libraries will be able to access, and a toolkit to support libraries in developing future funding.

In addition to this development project, this team within Libraries Connected also supports the delivery of a large commercial project across the library sector and this role would support both Future Funding and the commercial project.

Libraries Connected

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Reports To: Future Funding Project Manager

Main purpose: To support the successful delivery of the Future Funding programme and of the commercial projects delivered through Libraries Connected.

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

Your role

- To provide administrative support to the Commercial Director 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 administration of the commercial projects of Libraries Connected, maintaining relationships with the libraries and the commercial partners.
- To support the Finance Manager, including raising invoices, processing expenses and maintaining budget records relating to commercial projects
- To organize 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.
- Any other duties as appropriate to role and skills

Key relationships

- Is managed by the Future Funding Project Manager
- Works with the Finance Manager to support effective financial processes relating to commercial projects
- Works with the Office Administrator, to provide mutual support as needed
- Supports the project boards
- Supports the network of participating libraries and individual library staff
- Supports the relationship with the commercial partners.

About you - Person specification

Experience
- Experience of supporting project delivery in a multi-faceted administrative role
- Experience of managing project paperwork and setting up filing systems
- Experience in finance processes, including raising invoices and processing expenses
- Experience of minuting meetings
- Experience of organising meetings and events including booking venues and catering
- Experience of diary management.

Knowledge/qualifications
Essential:
- Strong administrative skills
- Knowledge of project management 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.

Professional skills
- Confident user of MS Office Tools, especially Word, Excel and PowerPoint
- Confident use of Basecamp (or equivalent) as the project communication platform
- Confidently numerate, and ability to manage financial information including via spreadsheets and finance databases.

Circumstances
- Travel within the UK will be required.
- This role is based in our Islington office. We are open to discussion about home working for the right candidate.
- 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 9pm on the 13th January 2020

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. 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, and holiday year from April to March. For employees joining part way through a year, a pro-rata entitlement applies based on 2 days' holiday for each completed month in the holiday year. Libraries Connected reserves the right to nominate up to 4 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.