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| **Job title:** Assistant to the Keeper of Books |
| **Responsible to:** Keeper of Books |
| **Direct reports:** No line management reports |
| **Other relationships:** Active working relationship with Library Governors and Library Volunteers |

### Working Environment

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| Hours of Work | The working week of the Library is Wednesday to Saturday (all day) and Sunday (afternoon only). The main focus of the job is on administrative tasks which would typically be performed over three days of the week from Wednesday to Friday. Nevertheless the Library’s opening times make it possible for the jobholder to agree with the Keeper of Books a regular working pattern involving working at weekends. Conversely, if the regular working pattern does not include weekend work the jobholder may occasionally be asked to change his or her normal schedule to support special events at a weekend. Any such change will be by mutual agreement with the Keeper of Books.  |

### Responsibilities of the Job

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| Reception | Greet and deal with all visitors courteously.Answer the telephone in a professional manner and ensure that enquiries are followed up appropriately. |
| Office Administration  | Assist with updating the online file storage, monthly reports.Provide administrative support for the Chair of Governors in relation to official library matters. Maintain a database of all governor contact information.Maintain a database of strategic plans and initiatives that are underway so as to ensure Governors are all fully briefed about each other’s activities. |

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| Event Administration | Follow up calls and correspondence during event planning stages and repeat events. Ticket set up and administration. Manage marketing and social media for events. Essentially being the coordinator, contact point and information source. |
| Supporting Events | Subject to prior agreement with the Keeper of Books provide administrative support for events organised by the Library. Typically these will be events that the jobholder has assisted in organising. |
| Shop | Manage the stock for sale and the on-line shop listings, orders, despatch |
| Library Tours | Work with the Keeper and the volunteers to be able to carry out tours for visitors. |