

Role profile

Here's more about the job!

Role/s	Deputy Area Manager North/South Deputy Centre Manager	Date Prepared	January 2019
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Your Team

- The Library Service comprises 12 libraries, Leighton Buzzard Library Theatre, a Home Library Service and an online Virtual Library. Staff support: reading and literacy; learning; IT, digital and online services; community activities and cultural events; promotional activities; information and referral services; volunteering and job seeking.

Your Customers

- People who use the library service and its buildings whether in person or online. People who use Leighton Buzzard Library Theatre and the Home Library Service. These include adults, families, children and young people, community groups, hirers, schools and staff from other Central Bedfordshire services.

Your Role

- Provide management support to the Area Manager/Centre Manager and their teams.
- Provide management support for library/theatre buildings inc. safety, security and maintenance.
- Manage customer service standards; encourage use of facilities and services.
- Manage and participate in activities, events and promotions.
- Manage stock maintenance and promotion.
- Support community groups, hirers and other users of the buildings.
- Manage financial routines inc. banking and petty cash.
- Support income generation.
- Work flexibly across libraries in the area.
- Act as a key holder and be responsible for buildings as required.
- Duties of a similar level/responsibility as required.

Health and Safety

- Manual handling activities.
- Visual display - regular use.
- Risk of verbal abuse.

Work Pattern

- Weekend working.
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Work Related Travel

- Regular.

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