



Future Funding Project Manager

Salary: £35,000 full time.

Location: Home-based or based in our London office, with frequent travel

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 full time.

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.



Libraries Connected's role 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.



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Reports To: Commercial Director

Main Purpose: To ensure the successful delivery of the Future Funding Programme.

Main Activities: We are seeking a Project Manager to ensure the successful delivery of the project by managing the expert contractors, supporting the Project Boards, liaising with partners, managing project budgets and completing required projects reports.

Your Role

- To ensure the projects deliver against their plans and targets
- To manage the expert contractors
- To manage project budgets
- To be responsible for reporting to our project funders, the project board and Libraries Connected Board
- To manage the Project and Business administrator

Key Relationships:

- Works with the expert contractors
- Works with the network of participating libraries to ensure they can deliver in line with the identified project proposals
- Works with the Commercial Director (who line manages this role) to ensure effective programme delivery, and that issues are effectively escalated if necessary
- Line manages the Project and Business Administrator
- Works with the Communications Manager to ensure that all external communications about the programme are accurate and show impact.
- Works with our project partners and stakeholders as required



About You - Person Specification

Experience

- Experience of coordinating and managing projects with dispersed delivery teams, and ensuring they are effectively delivered, in line with agreed plans and outcomes
- Experience of undertaking regular project reporting and monitoring
- Experience of managing expert contractors
- Experience of writing concise and engaging reports
- Experience of managing budgets and reporting to funders
- Experience of supporting and reporting to project boards
- Experience of line managing staff
- Experience of a commercial environment, or one in the public or third sector where income generation was required.

Knowledge/ Qualifications

Essential:

- Strong project management skills
- Understanding of the public and/or cultural sector
- Ability to absorb new areas of knowledge quickly

Desirable:

- An understanding of income generation across the library and cultural sector
- Experience of co-production and facilitation techniques

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 strands of work, effectively prioritising activities and time Excellent organisational skills, with a keen attention to detail
- Excellent communication skills and ability to build consensus among a varied group of stakeholders

Professional Skills

- Confident user of MS Office Tools, especially Word, Excel and PowerPoint
- Confident use of Basecamp (or equivalent) as the project communication platform
- Research and analytical skills, including gathering evidence and compiling brief reports and reviews
- Project management skills (may have a formal qualification)



Circumstances

- Travel within the UK will be required.
- This role can be home-based or based in our Islington office. The post holder will need to spend some time in the office
- 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.