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|  | **HIGH LIFE HIGHLAND**  **JOB DESCRIPTION** |

**JOB TITLE**: Relief Mobile Library Assistant/Driver

**SALARY**: £13.63 per hour

**LOCATION:** Ardelve

**HOMEWORKING:** This post is not suitable for homeworking

**RESPONSIBLE TO:** Network Librarians

**JOB PURPOSE:** To provide holiday, sickness and training cover for permanent members of staff. You will be employed by High Life Highland on a casual basis, as and when required, there are no set hours. As a relief worker with High Life Highland, you are free to choose whether to take on work when it is available, and the Charity is under no obligation to offer work to you.

**KEY DUTIES AND RESPONSIBILITIES INCLUDE:**

1. Driving a specially equipped large vehicle
2. Ensuring the vehicle is maintained in day-to-day running order by carrying out

routine checks and reporting faults as necessary to the Fleet Operator.

1. Ensuring the vehicle is cleaned and washed inside and out.
2. Promoting use of the mobile service to the public.
3. Circulation of stock to the public and within the library network.
4. Input, checking and maintenance of database records.
5. Handling customers’ requests and enquiries.
6. Stock maintenance, including shelving, handling, processing and minor repairs.
7. Cash handling and other duties associated with the day-to-day operation of library

services within the area.

1. Assisting with the implementation of Health and Safety procedures.
2. Participating in staff training.
3. Undertaking any other duties as required to ensure efficient and effective service

delivery.

**Special Conditions: All candidates are subject to a medical and a driving test as a requirement prior to any formal appointment.**

**Other Duties:** You may be required to perform duties, appropriate to the post, other than thosegiven in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time. **Date:** August 2022

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|  | **HIGH LIFE HIGHLAND**  **PERSON SPECIFICATION** |

**JOB TITLE:** ReliefMobile Library Assistant/Driver

**LOCATION:** Broadford Mobile Library

**ESSENTIAL ATTRIBUTES:**

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:

1. **EXPERIENCE**

* Experience of driving a large vehicle on narrow roads and manoeuvring in tight spaces
* Significant experience of customer care including all age groups

1. **EDUCATION AND QUALIFICATIONS**

* Good general standard of education or appropriate work experience
* **Category C1 specified on current driving licence**

1. **SKILLS/ATTRIBUTES GENERAL**

* Good timekeeper
* Good general experience of using ICT
* Current driving licence
* Flexible attitude and the ability to learn new skills as required
* Knowledge of the local area

1. **SKILLS/ABILITIES SPECIFIC TO THE POST**

* Ability to drive and manoeuvre large vehicles
* Interest in books and reading
* Ability to work solo in unsupervised situations

1. **INTERPERSONAL AND SOCIAL SKILLS**

* Offering excellent and appropriate customer care to all including children.
* Ability to communicate clearly and put people at ease

*High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth), employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.*