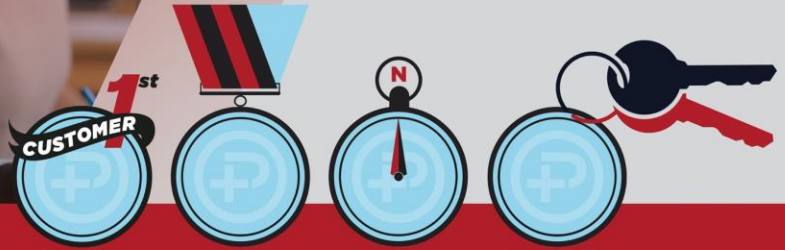


**“We change lives.  
One individual at a time.  
And in the same way, we’re  
going to change society.”**



## Job Description

**JOB TITLE:** Librarian

**DEPARTMENT** Justice Services

**REPORTING TO** Education Departmental Senior Manager

**CAREER GROUP** Delivery

**DISCLOSURE LEVEL** Prison Clearance

### MAIN PURPOSE OF THE ROLE:

To manage and oversee the library services within the prison, ensuring it serves as an educational conduit, a haven for reading, and a sanctuary for self-directed study. This involves promoting educational programmes, fostering a love of reading, and supporting prisoners in their personal development. Will be responsible for managing two library assistants, a team of library orderlies, and the satellite library service in industries, ensuring the library operates smoothly and effectively.

### KEY RESPONSIBILITIES


- You will be accountable to the Education Departmental Senior Manager for the effective management of the library services and to take the establishment lead for quality assurance and improvement for the library.
- Assisting the Education Departmental Senior Manager in the preparation of annual self-assessment report and Quality Improvement Plan.
- Lead, support, and mentor a team of 2 Library Assistants and 2 Peer Support Practitioners. Provide guidance, training, and professional development opportunities to foster a collaborative and productive team environment. Conduct regular performance evaluations and provide constructive feedback.
- Oversee the daily operations of the prison library, including circulation, cataloging, and maintenance of the library collection. Ensure the library operates efficiently and effectively. Maintain accurate records of library transactions, user statistics, and inventory. Prepare reports on library usage and activities. Ensure library materials are properly maintained, repaired, and replaced as needed. Manage the library budget and resources effectively. Implement and enforce library policies and procedures.
- Select, acquire, and organise a diverse range of materials, including books, audiobooks, e-books, newspapers, and legal texts. Ensure the collection meets the educational, recreational, and informational needs of the prison population.




- Assist prisoners with locating and selecting library materials. Provide reference and research assistance, promote literacy, and support educational initiatives. Offer guidance on the use of library resources and technology.
- Provide a quiet space for inmates to access the Virtual Campus and research materials, supporting them in completing education tasks and pursuing personal interests.
- Stock a variety of books and audiobooks for all reading levels and interests, including leisure reading, skill-building, career development, and foreign languages. Run book clubs to engage prisoners in reading and discussion, helping them develop soft skills for resettlement.
- Collaborate with the Head of Education, Curriculum Managers, and Inclusion Manager to make the library accessible and welcoming. Host events, guest speakers, and promote books linked to educational themes. Update learner records with reading progress and guide non-formal learners towards education.
- Keep prisoners informed about local events, host talks from artists and authors, and organise prison events. Facilitate the reception of qualification certificates and other celebratory activities.
- Serve as a starting point for advice, signposting prisoners to appropriate support services. Work with Peer Support Practitioners to motivate and engage prisoners with literature and provide targeted support for those with neurodiverse needs.
- Develop and enforce library policies and procedures. Ensure library operations comply with prison regulations and security protocols.
- Train library staff in Phonics for Adults and other relevant areas to engage emerging readers and support prisoners who are reluctant to participate in formal education. Participate in ongoing CPD to enhance skills and knowledge.

#### PERSON SPECIFICATION

Requirement	Essential	Desirable
<b>Education and Training</b>	✓	✓
A relevant degree in Library Science, Information Science or a related field	✓	
<b>Skills, knowledge and abilities</b>		
Evidence of continuous professional development together with the ability to develop and manage an achievement-focused team	✓	
A creative and flexible approach towards achieving objectives and deadlines.	✓	
Persuasive and supportive leadership and staff management skills	✓	
Ability to analyse data and use it to drive improvements.	✓	
Strong problem-solving skills and the ability to handle challenging situations with tact and professionalism.		✓
Commitment to promoting literacy, education, and personal development.	✓	
<b>Experience</b>		
Experience working as a librarian, preferably in prison education, or public library setting.	✓	
Strong knowledge of library management practices, cataloging systems, and collection development.	✓	
Proficiency in using library management software and digital resources.	✓	

#### DEMONSTRATE THE PEOPLEPLUS TRADEMARKS

		Essentials	Desirable
	<b>Customer First</b> - Helping our customers improve their lives is our 'why'.	✓	

	<b>True North</b> - We always operate with high ethical standards, keeping a sense of our 'True North', even when no-one is watching. We are the best version of ourselves, all the time, in everything we do.	✓	
	<b>Own It</b> - We always take personal accountability for everything we do, including any issue we come across, owning it until it is fixed and seeking help when we need it.	✓	
	<b>Improve to be the best</b> - We want to be the best at what we do for our clients, customers, service users and learners. That means we have a passion to keep learning and improving. We never accept second best.	✓	

Additional Information