



FRIENDS OF BURNAGE LIBRARY  
**BURNAGE LIBRARY**  
ACTIVITY & INFORMATION HUB

## **Job Description - Development Worker (Freelance) - Friends of Burnage Library**

Friends of Burnage Library came about through a successful campaign by local people in 2013 to keep the library open and develop Burnage Library, Activity and Information Hub. We provide an inclusive space for local people of all ethnicities, faiths, gender and ages to access information. We help local people support each other, learn new skills, and make things happen. We welcome everyone, responding to local needs. We're community based, volunteer led, and work in partnership with others.

We have built an excellent partnership with Manchester Libraries and Southway Housing. We've also built a 40+ team of dedicated volunteers, and our community powered Hub now extends Library facilities to the community, supporting access to information for local people.

The 'Our Manchester' project is a crucial part of our work. Through it Friends of Burnage Library aim to connect people to information (both digital and paper based, advice, guidance and resources to make informed decisions and choices); to each other (to reduce isolation, share knowledge and develop networks of friendship and support); and to opportunities (creative and cultural, learning and skills, volunteering and employment).

<b>Job Title</b>	Freelance Development Worker
<b>Hours</b>	2 days (14 hours) per week
<b>Start Date</b>	As soon as possible
<b>Term</b>	Until 31st March 2023 (with the possibility of an extension until March 2026, subject to the outcome of a submitted funding bid).
<b>Fee</b>	£150 a day (NB. The post is for a fixed term and pay will be on a self employed/freelance basis)
<b>Responsible to</b>	Friends of Burnage Library trustee board
<b>Closing Date for Applications</b>	23 November 2022
<b>Interviews</b>	Interviews to be held week commencing 28 November



Friends of Burnage Library is a company limited by guarantee with charitable status, registered in England and Wales. Company No: 8909086 Registered Charity: 1158817



**Job purpose** To lead our Organisational Development and Community Engagement Project, which seeks to:

- Oversee the completion of the Library's ongoing 'Our Manchester' project.
- Support the group leaders in the delivery of their projects.
- Increase the profile of the library in the local community.
- Engage community members as service users and contributors including through consultation and evaluation, volunteering and fundraising.
- Facilitate one-off open events.

### **Duties**

- Ensure the successful delivery of the Library's 'Our Manchester' project.
- Ensure the Our Manchester quarterly report is completed in early January, and the project evaluation is returned by 31st March 2023.
- Develop our relationships with our local partners: Southway Housing and Manchester Libraries.
- Explore marketing and promotion options to encourage attendance and engage with the local community.
- Work in partnership with other local voluntary groups and businesses to enhance our service delivery, and maximise our impact in the local area.
- Evaluate and use existing survey data to develop the Library's services.
- Work with Trustees to support our Library's ongoing activities, including our Local History Group, Talk English, Carers' Café, and Storytime.





- Work with Trustees to grow our ongoing project to support digital literacy in the local area.
- Collect, record and report on ongoing monitoring information on the groups and activities using the Library.
- Produce monthly updates for Library Trustees, attending board meetings when required and assisting Trustee sub groups and when required.
- Knowledge of fundraising opportunities, and a willingness to work with Trustees to apply for funding for new projects.
- Provide a report with recommendations for the next stage of FOBL's development including information gained through consultation.



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