



Belsize Community Library Manager

Welcome to the Winch

The Winch is a dynamic children and young persons' charity in north Camden. Founded in 1973, when our community repurposed a formerly derelict pub as a much-needed youth space, we now engage and work with over 2,000 children, young people and families each year.

The Winch delivers a cradle to community pipeline of opportunity, through family support, play, youth-led, sports and social change programmes, working alongside children, young people and parents to develop their strengths, skills and sense of belonging of purpose. To make Camden a great place to live, learn and grow up in, we help people to read, create and connect at Belsize Community Library and back community-led change through the Winch Communities team.

About Belsize Community Library:

In 2012, the management of Belsize Community Library was transferred from Camden Council to the Winch, following a local authority review of public library services. Since then, the Winch has worked tirelessly to sustain this vital community asset, with the generous support of local residents, donors, volunteers and library visitors.

Belsize Community Library operates as a publicly accessible, lending library from Monday to Wednesday, run by two part-time members of Winch staff. We deliver a number of activities on these days, often in partnership with others, to support children and families to thrive and to nurture and build our local community. The library is open Thursday to Sunday for private bookings and community, creative and cultural activities.

About you

We want to appoint a dynamic, experienced Community Library Manager to run the library and grow our provision, based on the three key themes that reflect the core aspirations for our library: Belsize Reads, Belsize Creates and Belsize Connects.

We are looking for someone who is passionate about the role community libraries can play in transforming the lives of children, young people and families and the wider communities they serve. If you are brilliant at developing and sustaining partnerships, skilled in managing a multi-purpose venue, and keen to lead creative initiatives, we want to hear from you.

You'll work with an incredibly supportive team of colleagues, volunteers and supporters to develop and grow our library offer, and you'll be able to see first-hand the difference you make from our beautiful community library in Belsize Park.

Belsize Community Library Manager Job Description

Job Title	Belsize Community Library Manager
Salary	£34,000 (pro rata £20,400)
Hours	24 hours per week (Monday to Wednesday 9.30am to 6pm)
Contract	Permanent
Probation	6 months
Accountable to:	Head of Communities
Start Date	1 June 2025 onwards
Location:	Belsize Community Library, Antrim Road, NW3 4XN, with occasional working from 21 Winchester Road, Camden, NW3 3NR

Summary

The Community Library Manager is responsible for the day-to-day running of the library, and programming and overseeing our activities and events, which are often delivered in partnership with others. They will work closely with the Head of Communities and line manage the Community Librarian to plan, deliver and evaluate the library's provision for children, young people and the wider community. They will work closely with our fundraising team to secure the funding and support that will sustain and enrich the library's future. They will be a friendly and welcoming face to a wide range of library visitors, be opportunity-focussed and keen to take the initiative, and genuinely champion the power of books, reading and creative arts for all.

The Belsize Community Library Manager is part of the Winch's wider leadership team and will contribute to the work of the organisation, including supporting the safeguarding of children, young people and adults at risk, ensuring that the community library is a safe space for all.

Principal tasks & responsibilities

To manage and run the day-to-day operations of Belsize Community Library:

- Provide a friendly and encouraging welcome to existing and potential library users.
- Manage the library budget, ensuring strong financial controls and effective cost management
- Line manage the Community Librarian

- Work with the Office and Services Coordinator to provide oversight to the library cleaner and hosts (staff facilitating external library bookings) work effectively to their specified roles.
- Support the Community Librarian to manage and maintain the library resources, including sourcing new books, cataloguing donations and managing stock rotation, maintaining accurate membership and borrowing records.
- Issue books, handle enquiries and assist library users in accessing ICT and other resources.
- Promote the library, membership and its programme, through partnership working and local promotion, and, in working with the Winch's Marketing and Communications Officer, manage the library newsletter and social media presence.
- Support the Community Librarian to recruit, train and manage library volunteers.
- Capture and analyse data on library usage to inform library planning, reporting and activity.
- Take the lead in managing the building, working with the Winch's Office and Services Coordinator, cleaner, volunteers, staff, library hirers and contractors to ensure the facilities are safe, hygienic and appropriately provisioned and maintained.

To plan, develop and deliver the library programme, directly and in partnership with others

- Plan, develop, deliver and evaluate programmes of activity and events in line with the Winch's mission and strategy, Winch Communities Team priorities and library action plan.
- Build constructive partnerships across the Winch and with other agencies, who wish to deliver services through the library or collaborate with the library to achieve mutually beneficial outcomes for our communities.
- Provide support and guidance to small or emergent community groups wanting to partner with the library, ensuring these groups have processes in place to keep people safe.
- Create and maintain positive and empathetic relationships with children, young people and families, ensuring that their needs are met through library events and activity programmes, maintaining a strong focus on delivering activities for children.
- Signpost families and visitors to relevant services when appropriate.
- Organise regular community events.
- Secure regular feedback from library users, supporters, visitors and partners that informs future activities and programmes.

To play an active role in supporting the sustainability and development of the library, through fundraising, income generation, donor support and partnership building.

- Work closely with the Head of Communities and fundraising team to secure income for the library, contributing to any funding applications and activities.

- Work with the Head of Partnerships to help steward and nurture donor and partner relationships, including fostering engagement with the Friends of Belsize Library.
- With the support of the Winch, proactively identify and pursue opportunities that will contribute to raising funds, resources and goodwill towards the library.
- Work closely with relevant colleagues to maximise income through room hire, rentals, the library café, events and other enterprise activities, delivered by the Winch or through partners on our behalf.
- To ensure any services delivered under contract or funded by partners are well managed and secure the objectives they are intended to achieve.

To contribute to the wider work of the Winch.

- Provide leadership to library staff, volunteers and supporters
- Attend and participate in relevant Winch staff team meetings, away days, planning days and activities, contributing to the delivery of the overarching Winch mission and strategic plan.
- Maintain professional records, including reports, plans, evaluations, budgets, internal and external communications, volunteer records and health and safety documentation.
- Work closely with the Finance Manager and wider team to maintain accurate financial records, including project budgets, and help ensure any contractual requirements or donor expectations are known and met.
- Collect, enter and store data safely and accurately.
- Actively contribute to the reflection and learning in the team and across the wider organisation, to ensure we anticipate and respond to changing local needs and aspirations.

General duties

- Model commitment to the principles of justice, equity, diversity and inclusion
- Demonstrate commitment to, and take responsibility for, safeguarding children, young people and adults at risk, in the context of your role and the library functions.
- Attend and participate in individual, staff, trustee and team meetings, supervision, and appraisals, as required.
- Always exhibit The Winch's values and positive behaviours.
- Model positive, productive, and supportive team relationships
- Provide excellent customer service and beneficiary care.
- Act as an ambassador for and champion of the Winch.

- Participate in activities to support our work, including some infrequent and planned evening or weekend work, contributing to The Winch’s wider strategy, ethos and development.

Person Specification

Essential	Desirable
<p>Qualifications equivalent to Grade C or above at GCSE level.</p> <p>Three years’ experience of working in a community library setting, or equivalent.</p> <p>Knowledge and a practical understanding of running a community library on a day-to-day basis.</p> <p>A passion for reading and belief in the power of books to enhance lives.</p> <p>Line management of staff and/or volunteers.</p> <p>Experience of activity and events programming for diverse communities and participants, including formal or informal learning opportunities.</p> <p>Experience of managing a venue or multi-purpose community space.</p> <p>Experience of developing and delivering partnership work.</p> <p>Excellent communication skills, such that you are able to present complex information in a clear and compelling narrative, write reports, newsletters and promote literacy.</p> <p>Excellent relationship management skills across a diverse range of people and organisations.</p> <p>Able to work in a busy and complex environment which is regularly accessed by children and young people and the general public which at times can be challenging</p> <p>Highly proficient in the use of IT skills (email, Word, Excel, PowerPoint, Google suite, etc.)</p> <p>Highly organised, professional, resilient, reliable and motivated individual.</p>	<p>Professional librarian qualification or equivalent.</p> <p>Experience of managing a budget.</p> <p>Fundraising or income generation experience.</p> <p>An awareness and knowledge of library management systems or information databases/CRMs.</p> <p>Practical knowledge of impact measurement approaches.</p>

A confident communicator with the enthusiasm to motivate others to the cause, forging effective internal and external working relationships

Ability to find creative solutions to complex problems working flexibly and adaptable to change

A commitment to safeguard children and vulnerable adults

Understanding of the principles of justice, equity, diversity and inclusion and ability to apply these principles in planning work with children and their communities.

Safer Recruitment

The Winch is committed to keeping children, young people and vulnerable adults safe from harm. The successful candidate will be subject to Enhanced DBS checks and be required to undertake safeguarding training.

Equal Opportunities

The Winch is committed to the principle of equal opportunity in employment and its employment policies for recruitment are designed to ensure that no job applicant or employee receives less favourable treatment on the grounds of race, colour, nationality, religion or belief, sex, sexual orientation, marital status, care status, age, ethnic and national origin, disability or gender reassignment.

The Winch Values

We are committed to the following values:

- Act with integrity because we believe that authenticity must lie at the heart of what we do.
- Be ready for anything because we recognise that others' lives and situations require us to be flexible and responsive.
- Go the extra mile because we understand that additional commitment is often needed to make a difference, whether to a child or a professional.
- Show compassion because we see each person we work with as a unique individual and part of our family.

- Take the initiative because we feel that too often interventions fail or systems miss the point because nobody is being proactive and seeking out solutions.
- Work collaboratively because we believe that children, parents and everyone committed to supporting them hold part of the solution.

What else do I need to know?

This is an in person role, working Monday to Wednesday 9.30am to 6pm. Belsize Community Library is based at Antrim Road, Belsize Park, London NW3 4XN. The opening hours are Monday & Tuesday 10.00am-6.00pm and Wednesday 12 noon until 8.00pm. The nearest tube station is Belsize Park.

The Winch's offices are a ten-minute walk away at 21 Winchester Road, London NW3 3NR. The Winch is a minute's walk from Swiss Cottage underground station.

The Benefits

We offer a training budget. You will also be asked to complete mandatory accredited training, which counts towards your continuing professional development, and attend Winch inset days.

The Winch has an Employee Assistance Programme with Health Assured. This includes access to a wealth of services including counselling, legal information, bereavement support, medical information and CBT online. There is also access to a virtual library of wellbeing information.

We offer new employees 30 days holiday pro rata per year (including Bank Holidays), three days compulsory closure at Christmas, and the opportunity to join a contributory pension scheme.

How to Apply

To apply for this position, please email jobs@thewinch.org with your CV (maximum three pages) and a personal statement (of no more than two sides of A4, font size 12 or above) outlining why you are interested in the role and our organisation, and how you meet the person specification. Please note that we will not consider a CV-only application, without an accompanying personal statement.

We will ask you to provide the names, positions, organisations and telephone contact numbers of two referees, one of whom should be your current/most recent employer. We will only take up references once your permission has been granted.

In addition, employees of the Winch must complete an enhanced DBS check, provide proof of eligibility to work in the UK and undergo an online activities check.

- **The closing date for applications is 9am on Thursday 24th April 2025.**
- **We intend to interview on Friday 2nd May 2025. Please hold the date.**



We would be grateful if you could let us know if you will require any special provision as a result of any disability should you be called for an interview. Finally, please ensure that you have included your mobile number and an email address, so that we can contact you.

Thank you for considering this role.