



Arlesey Town Council invite applications for the position of:

Resource Centre Manager

A unique opportunity to manage a community library and resource centre.

The post-holder will be required to work **25 hours per week**, Tuesday to Friday and alternate Saturdays to cover the advertised opening hours and attend periodic meetings as required.

NJC Salary range: LC1 SCP 18 - SCP 21 (£9.39 - £10.47 per hour) plus Local Government Pension.

This public sector role provides an interesting and varied opportunity to work within an active growing community. Arlesey Resource Centre provides a local library service to residents in addition to regular activities providing weekly opportunities for social interaction.

The Town Council is committed to protecting and enhancing the social, recreational and environmental well-being of Arlesey and its residents. The Resource Centre plays a key role in supporting this mission.

The successful candidate will:

- possess excellent interpersonal skills; for dealing with members of the public and staff
- have experience working in the public library service
- have proven relevant management and supervisory experience in customer facing role
- be forward thinking and demonstrate the ability to deliver service improvements

Commencement date: February/March 2018.

An application pack is available for download from our website using the following link: <http://www.arleseytc.co.uk/resource-centre-manager-vacancy-amended-working-hoursextended-deadline/> or can be requested by email: townclerk@arleseytc.co.uk or by telephone 01462 733722.

Please do not submit a CV in place of the Application Form. Please direct any queries to: Susan Foulkes, Town Clerk. Tel: 01462 733722 Email: townclerk@arleseytc.co.uk

Closing date: Midday, Wednesday 31st January 2018

Interviews: Wed-Thurs 7th & 8th Feb 2018 (N.B. Provisional dates at time of printing)