

Job Description

Prison Library Assistant

Service:	Cultural Services	Team:	Libraries
Location:			
Salary range:		Grade:	4
Reports to:	Prison Library Officer	Staff responsible for:	None

Job Purpose

The role is to

- support the delivery of library and information services to ensure a high-quality service,
- support the delivery of activities and events to prisoners.
- assist prisoners & staff to access information and resources and encourage use by a prison community.
- work as a member of the library team and under limited supervision
- Assist in the operation and provision of a Prison Library Service by interacting with the prison community as a front-line member of staff.

Accountabilities/Responsibilities

- Offer a warm welcome to all visitors to the library, always ensuring the highest standards of customer care and communication skills at all times and providing appropriate information and signposting.
- Deliver and support library activities such as the Reading Agency- Reading Ahead Challenge, author events, Story Book Dad initiatives, reading groups, Books on Prescription and cultural events
- Assist prisoners and staff in joining and using the library and promoting the service
- Undertaking daily library tasks such as maintaining records and stock, shelving items and placing reservations for requested stock
- Undertaking duties in relation to security, premise management and Health & Safety – including opening and closing routines and key holding and reporting.
- Assist in the induction, training and support of new members of staff and Library Orderlies (who are serving prisoners).
- Work with a range of partners to deliver a high-quality service to the prison community
- Commitment to continuing professional development
- Ability and willingness to be a flexible, pro-active and effective team member and work under limited supervision

Additional accountabilities

- Working as an employee of Lancashire County Council within a prison environment carries additional responsibilities in terms of the requirement to abide by prison rules, regulations, and procedures continually. This will require you to demonstrate and enforce an acceptable standard of behaviour to ensure the safety of staff and prisoners within the library setting.
- His Majesty's Prison (HMP) will provide Lancashire County Council library staff with the appropriate prison induction and training.

- All shortlisted candidates will be invited, pre-interview, to visit the prison and the library. Acceptance is not mandatory; however, we strongly advise candidates to take up this opportunity.

Other

- **Equal Opportunities**
We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.
- **Health and safety**
All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.
- **Customer Focused**
We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Our Values

We expect all our employees to demonstrate and promote our values:

- **Supportive**
We are supportive of our customers and colleagues, recognising their contributions and making the best of their strengths to enable our communities to flourish.
- **Innovative**
We deliver the best services we possibly can, always looking for creative ways to do things better, putting the customer at the heart of our thinking, and being ambitious and focused on how we can deliver the best services now and in the future.
- **Respectful**
We treat colleagues, customers and partners with respect, listening to their views, empathising and valuing their diverse needs and perspectives, to be fair, open and honest in all that we do.
- **Collaborative**
We listen to, engage with, learn from and work with colleagues, partners and customers to help achieve the best outcomes for everyone.

Person Specification ***Prison Library Assistant***

All the following requirements are essential unless otherwise indicated by *

Your ability to meet the job requirements will initially be assessed by the information provided on your application but further assessment will be undertaken at interview and, in some cases, by using other types of assessment(s).

Qualifications
•
Experience
•
Essential knowledge, skills & abilities
<ul style="list-style-type: none"> • Ability to work as a member of a team • Ability to work accurately and with limited supervision • Excellent digital skills • Ability to deliver an excellent customer focused service • Excellent communication skills and the ability to communicate effectively in English • An enthusiasm for books and reading • Knowledge and understanding of Universal Library Offers • Ability to deal with difficult situations in a calm and helpful manner • Numeracy & Literacy skills appropriate to the role – tested prior to interview via paper exercise • Ability to deliver and support library activities and events* • Ability to work with a range of partners and volunteers* • Ability to lift books and other heavy items repeatedly for shelving and packing purposes*
Other essential requirements
<ul style="list-style-type: none"> • Commitment to equality and diversity. • Commitment to health and safety. • Display the LCC values and behaviours at all times and actively promote them in others.

Please find out more about working for Lancashire County Council on our website

[Jobs, employment and volunteering - Lancashire County Council](#)

[Libraries and Archives - Lancashire County Council](#)

Information about HMP Garth is available on the Ministry of Justice website

<http://www.justice.gov.uk/contacts/prison-finder/garth>

Information about HMP Preston is available on the Government website

[Preston Prison - GOV.UK \(www.gov.uk\)](#)

Information about HMP Lancaster Farms is available on the Government website

[Lancaster Farms Prison - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/hmp-lancaster-farms)

Information about HMP Wymott is available on the Government website

[Wymott Prison - GOV.UK \(www.gov.uk\)](https://www.gov.uk/government/organisations/hmp-wymott)