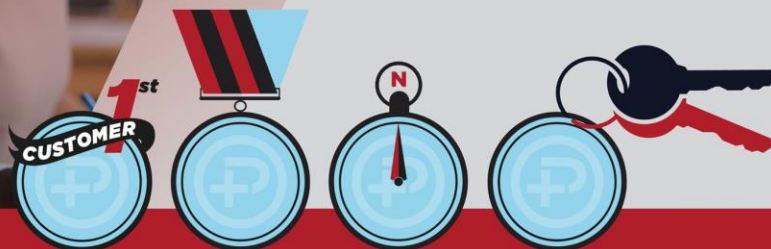


**“We change lives.  
One individual at a time.  
And in the same way, we’re  
going to change society.”**



## Job Description

<b>JOB TITLE:</b>	Library Manager
<b>DEPARTMENT</b>	Adult Education – Prison Education
<b>SALARY</b>	
<b>REPORTING TO</b>	Education Manager
<b>CAREER GROUP</b>	Delivery
<b>DISCLOSURE LEVEL</b>	Prison Clearance

### MAIN PURPOSE OF THE ROLE:

A Prison Library Manager leads the delivery of a high-quality library service within a secure and often challenging environment. They work closely with prison staff, colleagues, external partners, and prisoners to ensure the library meets the diverse educational, informational, and recreational needs of its users. The manager oversees all operational aspects of the library, including supervision of library staff and prison orderlies, stock management, service development, and compliance with both library best practices and prison security regulations.

In this role, the Library Manager plays a key part in supporting prisoner rehabilitation and personal development through access to books, resources, and programs. They are responsible for maintaining a safe, inclusive, and supportive library environment, ensuring that all activities operate in line with prison protocols and safeguarding procedures. Effective communication, adaptability, and leadership are essential in balancing the delivery of a responsive library service while always prioritising staff and prisoner safety.

The Library Manager will play a key role in organising reading-focused events within the prison and ensuring the library's alignment with the Prison Reading Strategy. They will actively support and help coordinate reading-based initiatives, working collaboratively with the education and prison teams to foster a reading culture that promotes rehabilitation and enhances literacy development.




### KEY RESPONSIBILITIES

- Work under the direction of the Education Manager and as part of a team to assist, help and support customers, enabling them to understand and use the full range of library services on offer.

- Supervise and manage library staff, including hiring, training and performance management.
- Ensure efficient and effective library operations, including opening and closing procedures and managing resources.
- Manage the library budget effectively, ensuring resources are used appropriately and develop and implement budget plans.
- Monitor library spending and make adjustments as needed.
- Attend relevant meetings within the prison.
- Ensure the library is appropriately staffed at all times and operates in accordance with agreed prison opening hours.
- Plan, organise and deliver library programmes and activities that meet the needs of the prison.
- Lead the development of inclusive reading initiatives that align with the Equality and Diversity (E&D) calendar, such as Black History Month, ensuring whole-prison engagement and representation through themed events, displays, and resources.
- Work collaboratively with the Reading Support Practitioner to support and promote prisoner reading development, ensuring targeting reading initiatives are in place to improve literacy levels, increase engagement and achieve positive learning and outcomes.
- Develop partnerships with external reading and literacy organisations – e.g. prison-based charities, book donation programs – to connect prisoners with national reading schemes/campaigns.
- To develop book clubs that are either Peer-led or run by the Reading Support Practitioner.
- Coordinate the regular distribution, collection, and analysis of prisoner library feedback surveys, ensuring insights are used to inform service improvements and respond to the evolving needs of the prison population.
- Ensure the accurate and timely completion of all mandated Prison and Provider reports, including detailed analysis of user and non-user demographics, with a focus on identifying trends and implementing strategies to engage non-users.
- Continuously monitor and evaluate library usage data to optimise service provision, adapting resources and outreach efforts to enhance and promote engagement among underrepresented and hard-to-reach populations.
- Embed the library's role within the Prison Reading Strategy, promoting reading for rehabilitation, education, and wellbeing across the prison.
- Work in other locations as required.

PERSON SPECIFICATION		
Requirement	Essential	Desirable
<b>Education and Training</b>	✓	✓
Education attainment equivalent to A Levels with identifiable competences in writing, reading and numeracy.	✓	
Have experience of working in a learning environment.	✓	
Have well-developed interpersonal skills in relating to prison staff and in working with students who may have little experience of education and training.	✓	
Experience and trained in phonics.		✓
<b>Skills, knowledge and abilities</b>		
Experience of managing staff.	✓	
Developed understanding of customer service principles and practice.	✓	
Good IT skills with experience of word processing, spreadsheets, databases, email and internet systems.	✓	
An interest and awareness of how to identify current publishing trends, reader recommendations, and titles for a variety of reader needs and capabilities.	✓	
Ability to understand and interpret customer information or advise needs and tailor the response accordingly.	✓	
Knowledge of GDPR	✓	
Knowledge of safeguarding.	✓	

Knowledge of and commitment to equalities.	✓	
Ability to treat customers as individuals according to their needs – there is a diverse customer base and staff need to be able to adapt and deal with each customer in a professional, empathetic and non-judgmental way.	✓	
To have the ability to work as part of a team and on their own initiative	✓	
To have good organisational skills and be able to meet deadlines.	✓	
A willingness and ability to assume responsibility and to see through detailed tasks.	✓	
To have thinking ability: able to plan, communicate and problem solve effectively.	✓	
<b>Experience</b>		
Experience of managing staff including training and performance managing.		✓
Experience of working in a Library environment,		✓
Delivering reading and literacy initiatives such as themed events.		✓
To have the ability to initiate and sustain collaborative partnerships with external organisations to enhance literacy and engagement within the library.		✓

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