

**To receive a report on appointing an Assistant Community Hub Team Leader
and consider any actions and associated expenditure**

Saltash Library Hub has a 30 hour per week Library Information Assistant vacancy.

A review of the current library staffing structure revealed that an assistant to the Community Hub Team Leader (CHTL) would be beneficial to the library hub services, outreach and engagement.

This role would not only support the CHTL in the daily operations, events and activities but assist in expanding and promoting Library Hub services even further.

The position would include the following key responsibilities:

- Assist with the CHTL workload capacity
- Deputise in the absence of the CHTL including line management
- Scale up community outreach and engagement
- Offer continuity in line management and communications with key stakeholders

Further responsibilities would include an active role in the 'outreach' offer to Community groups, centres, Churches and schools (reading and story times), external marketing 'pop-ups' across Saltash.

In the medium to longer term, the position would also compliment the idea to extend opening hours (including evening group activities) and evening 'paid' events (when internal works to upgrade facilities are completed).

Additionally, the library hub wants to maintain and strengthen its partnership with Cornwall Council to deliver an improved and successful county-wide library service, with an Assistant to the CHTL providing a consistent level of communication with key stakeholders.

This full-time position within Saltash Library Hub aligns with the Town Council's business plan to create jobs and stimulate economic growth by enhancing the library services. It also supports the vision of promoting Saltash as a vibrant destination for residents, the community and visitors. Additionally, this role reflects Personnel's strategic priority to invest in the development of its officers.

To achieve the aim of greater Community involvement, both internally in the Library Hub, and externally in the community, the position of Assistant to the CHTL is the next step in the growth of the Library team.

Further details are contained within the Job Description and Person Specification attached to this report.

Library and Information Assistant (LIA) Salary 2024-25:

NJC scale 7 - 9 / £25,584 to £26,409 / 30 hours per week

Commencing on point 7 / £25,584 pro rata £20,744 plus on cost

Assistant Community Hub Team Leader (ACHTL) Salary 2024-25:

NJC scale 13 – 17 / £28,163 to £30,060 / 37 hours per week

Commencing on point 13 / £28,163 plus on cost

Budget Availability 2024-25:

There are sufficient funds within this year's budget of £17,000 to cover the salary and on cost of an ACHTL.

Budget Availability 2025-26:

The Personnel Committee would need to increase the budget by £7,419 plus on cost to cover the salary of an ACHTL. This would have an impact on the overall Personnel Committee budget.

End of report

Community Hub Team Leader