

Warwickshire Libraries NPO Recruitment Pack





Alcester Library and Museum

Introduction

Warwickshire Libraries have recently become a National Portfolio Organisation, directly funded by The Arts Council England, to deliver a range of programmes and activities.

We are looking for four new colleagues to take the NPO forward over the next three years:

- Library Delivery Lead (NPO Creative Director - 22.5 hours)
- Programmes Librarian/Producer (full-time)
- Senior Customer Services Assistant (NPO Coordinator - part time)
- Apprentice (full-time)

This is an exciting opportunity to join a team widely known for its innovation and can-do approach to delivering services local people, and visitors, want and will use.

Warwickshire Libraries are reviewing their recruitment processes. Broadly speaking, we want to attract a more diverse range of applicants interested in joining our public services - people of different ages, ethnicities and educational backgrounds, from all parts of the wider community - who can bring fresh ideas and new perspectives to the work we do.

That's not to say previous work experience isn't important - more that we aim to take a whole person approach to recruitment at all levels.



Grand Union Canal



Atherstone Outdoor Art Exhibition

Becoming an NPO

As the first library service in the West Midlands to become a National Portfolio Organisation (NPO), Warwickshire Libraries will be funded directly by The Arts Council England (ACE) for three years, with the opportunity to reapply at the end of the period.

It is both an honour and an accolade to be awarded NPO status. The Warwickshire family of NPOs includes the Royal Shakespeare Theatre, Shakespeare Birthplace Trust, Live and Local, Motor Heritage Centre and Motionhouse - so we are in good company. ACE describes NPOs as "leaders in their areas, with a collective responsibility to protect and develop our national arts and cultural ecology."



Warwickshire Libraries Collage

The NPO award will provide funding - on top of the service's Warwickshire County Council budget - for additional activities and programmes to extend and enhance our arts, heritage and culture offer across the county, particularly focusing on areas of greater need.

It will also, most importantly, allow us to plan service spending over a three-year term with certainty and ambition.

NPO Ambitions

Our overarching ambition is to grow and develop a high-quality cultural offer for the people of Warwickshire that delivers against County Council priorities, ACE's Let's Create programme and four investment principles:

- inclusivity and relevance
- environmental responsibility
- dynamism
- ambition and quality

In essence, the NPO is about making arts and culture more attractive and accessible to all Warwickshire residents, wherever they live, whatever their circumstances or previous levels of engagement.

Levelling Up

The Warwickshire Libraries NPO will focus heavily on the levelling-up agenda. The NPO team will support County Council ambitions towards narrowing gaps and creating equality of opportunity for all Warwickshire residents - but particularly rural communities, young people, and those living in less advantaged parts of the county.

Seventeen of the 22 Warwickshire areas identified for levelling-up are in the Nuneaton and Bedworth district. The NPO team will be based in the town of Nuneaton where we are building a new £19 million Library and Business Centre as part of a major regeneration programme.



Fantastic Fun-with Words Festival Pirates

For more information on County Council policy on levelling-up see:

<https://api.warwickshire.gov.uk/documents/WCCC-970487194-271>

<https://api.warwickshire.gov.uk/documents/WCCC-808477336-692>

Governance and Staff

The Warwickshire Libraries NPO will have a separate oversight board, in place by April 2023, and employ a team of four staff. The process begins in January 2023 with the recruitment of a part-time Creative Director, to be in post by March 2023.

The successful applicant will have input into the recruitment of three other new roles: a full-time NPO Programmes Manager and NPO Apprentice, and a part-time NPO Co-ordinator.

All four appointments will be for an initial three-year term, with potential for extension if ongoing funding is secured.



Warwickshire Heritage Learning



Atherstone Library



Arbury Hall

Library Delivery Lead (NPO Creative Director)

Hay F (£52,591 - £59,345) pro rata 22.5hrs

The Role

Warwickshire County Council is looking for a dynamic and free-thinking Creative Director to develop, steer and inspire its new National Portfolio Organisation (NPO). The post may be part-time but it's a key role with significant responsibilities - and the chance to build something really special from the ground up.

We seek applicants with the mindset and momentum to help drive the new NPO forward. This is not a job for the faint-hearted. We need a self-starter with ideas and impetus, as well as professional expertise, preferably with an Arts and Culture background.

But if you are looking for a pivotal, senior role with a cutting-edge service to test your metal, read on.

Requirements

The successful candidate will be responsible for the NPO budget, helping set up the new NPO, programme development and delivery, and three staff:

NPO Programmes Librarian
SCSA NPO Coordinator
NPO Apprentice

The role will involve developing/maintaining good working relationships with a range of internal and external partners and stakeholders, including regular reporting to our funders Arts Council England.

Applicants will need to evidence business acumen, operational and people management skills, effective resource management and planning capabilities, organisational leadership and resilience and the ability to undertake responsibility for performance, standards and reporting requirements.

The post-holder will undertake significant consultation engagement with local people and co-produce programmes with communities. A key part of the role will be around partnership working and raising aspirations of what collaboration can achieve.

You will be responsible for an annual commissioning budget of £100,000 and work very closely with colleagues from across the Library service, Heritage and Culture services, as well as Communities and Partnerships, who are also within the same unit.

You will also need to demonstrate how we are responding to the investment principles, outlined in Let's Create, in order to meet our business objectives and to ensure that this programme of activities contributes to the goals and aspirations of The Council Plan.

The Library Delivery (NPO Creative Director) will be based at Nuneaton Library, although agile working will be available.

Key Responsibilities of the Creative Director

In summary the post-holder will:

- supervise three NPO staff and manage a budget of £650,000 over three years
- steer and inspire the new NPO, leading the development of an ambitious work programme
- use the NPO Business Plan as a template for delivery
- develop and maintain strong working relationships with a range of internal and external partners
- build relationships within the county's creative sector and ensure the NPO represents and promotes a wide range of artistic talents and disciplines
- work towards pre-agreed outcomes supporting County Council and ACE ambitions and priorities
- proactively engage with local people and communities, exploring opportunities for joint working and co-production of projects
- work with communities to develop and deliver localised NPO projects to meet their needs and aspirations
- raise residents' expectations of what Council and community can achieve together
- exemplify Warwickshire's values and behaviours, leading by example
- represent Warwickshire and the NPO locally, regionally and nationally

Closing Date: Monday 23rd January 2023.

Interviews will take place early February 2023.

For more information and how to apply go to: [Library Delivery Lead \(NPO Creative Director\)](#)



Polesworth You Belong Here Outdoor Art Exhibition



Boy with interactive robot NAO

NPO Team Vacancies

NPO Programmes Librarian (Producer) Scale J £32,020 - £34,723 Full-time

The successful applicant will work closely with the Creative Director and will be responsible for programming activities and events within libraries and other outreach settings.

He or she will also work closely with the Libraries Reading and Learning Team to ensure a co-ordinated approach to maximise impact.

The post-holder will also be responsible for stakeholder liaison and developing partnerships with the creative sector and local organisations.

For more information and how to apply go to:

[NPO Programmes Librarian \(Producer\)](#)

Senior Customer Services Assistant (NPO Coordinator) Scale F £22,369 - £24,054 (Pro-Rata) 24.5hrs

This is a pivotal role co-ordinating activities and events, and helping with promotion.

The post-holder will co-ordinate NPO Board meetings and support administration.

He or she will also be responsible for evaluation and analysis of programmes, activities and events.

For more information and how to apply go to:

[Senior Customer Services Assistant
\(NPO Coordinator\)](#)

Closing Date: Monday 20th February 2023.

Interviews will be end of February 2023.

**If you have any enquiries about the posts
please contact:**

Ayub Khan MBE

T: 07795 236928

E: ayubkhan@warwickshire.gov.uk

NPO Apprentice Full-time

The successful applicant will support the delivery of an innovative programme of arts and cultural activities and events across the county.

The post-holder will be supported to gain new skills and experience.

He or she will have an opportunity to study for a Libraries and Information qualification. Time will be given to undertake this learning, which will be funded.



Highly Sprung Theatre Group at Rugby Library

“Libraries are trusted, creative spaces at the heart of their communities, free to enter and open to everyone – and we’re delighted to be welcoming Warwickshire Libraries to the portfolio for the next three years. I look forward to seeing even more people visiting their local libraries across Warwickshire, reading and enjoying creativity together.”

Peter Knott, Area Director for Arts Council England

Activities Programme

Arts Award

Develop our support for young people wanting to deepen their engagement with the arts, build creative and leadership skills and achieve a national qualification during 2023-2026.

Bhangra Beats

A programme of storytelling, movement, and dance for under 5's across libraries, to support health and wellbeing in 2023-2026.

Body in the Library

Piloting income generation and broadening participation through literary themed murder mystery nights in libraries and in other historic settings.

Green Futures

Annual reading festival in country parks across Warwickshire. Storytelling to provide a focus on health and wellbeing, as well as culture and reading.

Hidden Stories

Inclusive and representative narratives that celebrate diversity and strengthen people's sense of place and community.

Human Library

Support wellbeing and cohesion through creative self-expression; reach new audiences - original and progressive, supporting inclusion agenda.

Let's Make Digital

Across 2023-2026 we will extend our current 'Let's Make' Digital offer with new and emerging digital arts and technology commissions, building digital creative skills and capacity for staff and communities.

Shakespeare 400

We will celebrate the 400th anniversary of the First Folio of Shakespeare in 2023 by taking a facsimile edition on a canal tour - stopping at places close to libraries and working with key partners.

Warwickshire Reads

We will secure sponsorship and deliver a countywide digital and physical reading initiative for all - including a countywide competition, led by communities, to select one adult and one children's title.



Let's Make Space in Rugby Library



Fantastic Fun with Words Festival

About Warwickshire

Shakespeare's County is a great place to live and work with plenty to do, see and enjoy. The county covers an area of around 760 square miles and has several large towns but no city.

However Coventry - City of Culture in 2022 - is approximately 10 miles from Warwick, and Birmingham - which hosted the Commonwealth Games in 2022 - is about 30 miles from the county town.

The University of Warwick is actually located on the southern edge of Coventry, close to the Warwickshire town of Kenilworth.

Warwickshire is a green county (64% rural) - with a rich heritage and culture, and one of the fastest-growing economies in the country.

We have good schools, plenty of green public spaces, and a long list of world-famous attractions including Warwick Castle, the Royal Shakespeare Theatre, and Compton Verney Art Gallery.

Being at the heart of the Midlands motorway network makes it relatively easy to travel further afield.

About Libraries

Warwickshire Libraries are one of several universal, public facing services managed by Ayub Khan MBE within the Business and Customer Support section of the Resources Directorate. These include Meet and Greet, Library and Information Services, Registration Service, Heritage and Culture, and Communities and Partnership - all of which provide frontline services to the residents of Warwickshire.

We have 18 council-run libraries, three mobile libraries and a Schools Library Service, plus reading and learning, digital and outreach teams - and have recently introduced a tablet lending scheme. We also support a vibrant network of 13 social enterprise libraries, and our services actively involve hundreds of volunteers. We have been fortunate to have been awarded Capital Investment in order to update our estate and technology, and have plans for a flagship £19 million Library and Business centre in Nuneaton, as part of a major Transforming Nuneaton redevelopment scheme.

The service is part of the British Library's Living Knowledge Network and has a crucial role to play in delivering the Warwickshire Heritage and Culture Strategy 2020 - 2025 and allied Warwickshire Waterways Strategy. Both are key five-year strategies for the County Council, shaped around three main themes: health and wellbeing, sense of place and economic vibrancy.

Our work and programmes need to meet the key priorities of the Council Plan, which are:

- To have a thriving economy and places that have the right jobs, skills, education and infrastructure.
- A county where all people can live their best lives; where communities and individuals are supported to live safely, healthily, happily and independently.
- Sustainable for the future, which means adapting to and mitigating climate change and meeting net zero commitments.

Key themes in our NPO programme support all of the above.

