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| Library Assistant (Conwy Library  and Peripatetic)  Job Reference: REQ005182  Service: Economy and Culture  Section: Culture, Libraries and Information  Location: Conwy Culture Centre, Town Ditch Road, Conwy LL32 8NU and all libraries in the county  Salary: G03 £10,984 - £11,184 per annum (Pro rata of £21,968-£22,369) £11.38 to £11.59 per hour  Hours and Basis: 18.5 hours per week, part time that includes evenings and weekends. Fixed term to 31 March 2024  Welsh Language Skills:  The ability to talk with library users in the medium of Welsh is essential for this role.  Manager details for informal discussion regarding the post:  [Tracey Davies, 01492 576089 or tracey.p.davies@conwy.gov.uk]  Conwy is committed to equality of opportunity and we welcome applications from all sections of our community. There is an option for disabled people to apply on different formats. Please contact the HR Team on 01492 576129 for further advice.  Candidates must complete our application form to be considered. CVs by themselves will not be accepted. If you have not received an interview invitation within three weeks of the closing date, you must assume that you have not been short listed for interview.  Conwy is committed to safeguarding. Qualifications and references will be verified. |

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| Do you enjoy meeting people of all ages? Are you passionate about books and reading; in developing the reader centred library? Are you knowledgeable about IT and committed to providing an excellent service to customers?  Are you enthusiastic about working with a wide range of people and community groups to provide services to the community in Conwy County Borough?  If so, you will be interested in this vacancy. We are looking for someone to work 18.5 hours a week. The post holder should be available to work flexibly and be available to work on evenings and weekends from any of the libraries in the county.  Candidates should have a good standard of education to GCSE level (or equivalent), and good ICT skills. You will need to be able to demonstrate good customer service skills and have good organisational skills including the ability to listen and empathise with customers. The ability to talk with library users in the medium of Welsh is essential for this post. |
| Conwy County Borough Council is committed to its Welsh Language Standards. We welcome applications in the Welsh Language and application forms received in the Welsh Language will not be treated less favourably than an application form submitted in English.  In promoting Equal Opportunities, Conwy welcomes applicants from all sections of the community. All Disabled applicants who meet the essential job requirements will be guaranteed an interview. The Council will provide appropriate additional work facilities for disabled applicants. |

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| Work life Balance  We promote and understand the importance of a positive and healthy work life balance. Employees working for us will benefit from 8 bank holidays per year and an attractive entitlement of;   * On appointment 26 days * After 5 years continuous service 31 days * After 10 years continuous service 33 days   Part-time employees have annual leave and bank holidays calculated on a pro rata basis.  We also consider a range of flexible working options including:   * Job sharing * Reduced hours and part time working * Term-time only contracts * Compressed hours * Flexi-time scheme * Family friendly & special leave policies   Local Government Pension Scheme  All employees are automatically opted into the Local Government Pension Scheme. More information can be found on:  <https://www.gwyneddpensionfund.org.uk/en/Prospective-Members/Reasons-For-Joining.aspx>  Health & Wellbeing  Your health & wellbeing is important to us and we are committed to promoting a culture where the health and wellbeing of employees is supported. You will benefit from:   * Occupational sick pay * Free access to round the clock Employee Assistance Program for advice and support * A comprehensive Attendance Management Policy to support and help individuals whilst at work, when sick and returning to work.   Conwy Rewards and Vectis Card  Conwy Rewards is a one stop shop for all of Conwy’s staff benefits including salary sacrifice cars from Tusker, Cycle to Work, cashback healthcare, long service awards, discounts plus much more.  You can save using online discounts, discounted gift vouchers, cashback and in store discounts with your Vectis Card. This includes high street shops, cinemas and restaurant discounts through to money of motoring, insurance, hotels and holidays. |