**Overview**

Do you have the vision and people skills to lead a popular and successful community run library? If so, Moorland Road Community Library needs you.

We are seeking a new Chair of Trustees to help the Trustees and approx. 35 volunteers, to continue to provide and extend our library services to our community.

What are we looking for?

We are looking for the successful applicant who will bring the following:

* Ability to maintain a collaborative team environment
* Experience of charity, business or volunteer management
* Prepared to be actively involved in the running of the Library
* Strong communication skills
* Enthusiasm and the vision to take us forward
* Experience of libraries very welcome but not essential

What difference will you make?

The Chair of Trustees is a key role in our organisation. Your leadership and commitment will ensure that Moorland Road Community Library continues to flourish and grow to the benefit of our community.

Time commitment: 1-2 days a month approximately

Moorland Road Community Library is a well-loved and very successful community library run entirely by a team of approx. 35 volunteers. We have been registered with the Charity Commission for 5 years. We have a passion for literacy and the lasting benefits this brings to children and adults from all walks of life. We are committed to promoting a lifelong love of books and learning.

There is now opportunity for the successful candidate to make a difference to the future direction of Moorland Road Community Library. We particularly want to hear from candidates with charity, business or volunteer management experience as we look to move forward.

**Main duties and responsibilities will include:**

* Leading the team - responsible for making the most of the committee members and the team of volunteers who work in the library.
* Embedding positive values - playing a key role in championing the work of the library and embedding positive values and behaviours.
* Planning and conducting meetings - ensuring that meetings are planned well, run according to the constitution, and are efficient and orderly.
* Representing the organization - representing the organization and acting as its spokesperson when required.
* Building relationships with other outside organisations, e.g. BANES Library Service and other bodies.
* Ensuring that the trustees fulfil their duties and responsibilities for the charity's governance.
* Ensuring the charity complies with legal requirements.

**Person specification**

* Energy and enthusiasm – a passion for literacy and the lasting benefits this brings to children and adults from all walks of life.
* Clear communicator
* Ability to work as part of and lead a small team
* Self-motivated
* Understands volunteers and volunteering
* Prepared to be actively involved in the running of the Library
* Well organised, able to set priorities
* An understanding of the role and potential of modern libraries

**Terms of appointment**

Trustees are appointed for a 3 year term of office at first.

This is a voluntary position, but reasonable expenses will be reimbursed.

Time commitment estimated at approximately 1-2 days per month

**Closing Date: 31 October 2024**

**Interview date: Before 30 November 2024**