



LGMA

An Ghníomhaireacht
Bainistíochta Rialtais Áitiúil

Local Government
Management Agency



Little Library Co-ordinator, Executive Librarian (Grade 6)

Temporary / Secondment Opportunity – 2.5 Years
Confined to the Local Government Sector & LGMA
Employees.

Closing date - Apply by 27th March 2025

Email fully completed applications to jobapplications@lgma.ie

About the role

The post of Little Library Co-ordinator is required to co-ordinate and deliver the public libraries national Little Library programme, including the Children's Fund Project. The co-ordinator is responsible for a wide variety of activities that are central to the delivery of the programme and for co-ordinating the implementation of the actions in The Library is the Place national public library strategy 2023-27 and Little Library Programme actions in the National Literacy, Numeracy and Digital Literacy Strategy 2024-2033.

Actions in The Library is the Place:

We will work with the Department of Children, Equality, Disability, Integration and Youth and the early learning and care sector to develop the Little Library Programme, and provide uniform levels of literacy and reading development supports for early childhood

We will partner with the Department of Children, Equality, Disability, Integration and Youth, to fully develop the First 5 Little Library initiative supporting all children aged five and under to become library members, informed by evidence-based assessment.

Actions in the National Literacy, Numeracy and Digital Literacy Strategy:

1.1.2. Mainstream the My Little Library Initiative

Every child starting school (4 to 6 years) will be offered a book bag which may contain books in English and Irish, a library card wallet and materials for parents on supporting transitions. Stories that introduce early mathematical concepts may be featured
Little Book at Bedtime, every child under 4 will be offered a storybook to keep, in English or Irish, plus supportive material for parents on the value of reading with young children. Stories that introduce early mathematical concepts may be featured.

1.1.3. Expand the My Little Libraries Initiative.

Introduce the Tiny Little Library Initiative. Make books available to the neo natal special care units (NICU) for parents to read to their babies.
Introduce the Reading for Fun Initiative by making children's books available in the visitor centres of prisons and replicate this collection of books in prison libraries for parents to become familiar with the books and the value of reading with children
Explore current family literacy programmes, including digital literacy, and broader parenting support programmes which encompass literacy, particularly initiatives that seek to encourage the participation of marginalised groups with a view to expanding provision in this area.
Explore a family literacy module that could be rolled out in partnership with DEIS schools and Adult Literacy services.
Review the 'Story Street Project' pilot, which aims to establish a partnership between library services and Family Resource Centres in the delivery of structured support for reading for disadvantaged families and consider mainstreaming delivery of the programme

Key Duties and Responsibilities

- Assisting in the planning, development and implementation of the Little Library programme, including the Children's Fund Project

- Liaising with local authorities, the Department of Children, Equality, Disability, Inclusion and Youth, the Department of Rural and Community Development, other government departments and relevant national bodies and project partners
- Co-ordinating the annual implementation and evaluation of the Little Library programme and the Children's Fund Project
- Convening, collaborating and supporting national working groups, including national project groups, pilot groups and nation stock selection groups
- Co-ordination of the development and preparation of annual workplans working with the Reading & Literacy Working Group of the LGMA National Programmes Committee, the national Little Library Working Group and the Children's Fund Project Group
- Managing networks of local authority library service co-ordinators
- Managing overall financial expenditure and programme reporting
- Liaising with national book suppliers in the ordering, delivery and distribution of book stock
- Liaising with national design and print suppliers in the design, development and distribution of resources such as bags, inserts and wallets
- Co-ordination of national procurement competitions as required
- Co-ordination of packing and delivery of all books, materials and resources
- Managing relevant digital platforms including websites, meeting software and social media
- Co-ordinating national grant funding management and calls, including proposal development, funding allocation, budget management, disbursement and financial reporting
- Identifying synergies and development of partnerships and collaboration with national agencies and organisations
- Assisting in the planning and implementation of communication and awareness campaigns
- Providing assistance, information, advice and training to support team members and local authority library staff
- Event management, including organising workshops, webinars, conferences, launches, photocalls, briefings, etc.
- Ensuring that deadlines are met
- Carrying out additional duties, including attendance at national and regional events as required.

Essential Requirements

1. Character

Candidates shall be of good character.

2. Health

Candidates shall be in a state of health such as would indicate a reasonable prospect of ability to render regular and efficient service.

3. Education, training, experience, etc.

Each candidate must have, on the latest date for receipt of completed application forms:

- (i) A degree (level 8 on the National Framework of Qualifications) in the area of Library and Information Studies
- (ii) Satisfactory experience of library work

And

Must be an existing member of staff of a local authority /LGMA.

And

Demonstrate the competencies as set out in the LGMA Competency Framework (see Appendix in Candidate Information Booklet).

Desirable Skills & Qualifications

In addition to the qualifications laid down for the post by the Minister for Housing, Planning and Local Government (above), candidates must possess the following:

- Strong interpersonal and communication skills
- Experience of managing projects, planning and organising work, and meeting deadlines.
- Excellent communication skills, including written communication and an aptitude for report writing and social media skills

- Ability to work simultaneously at both strategic and operational level
- Excellent collaborative, networking, representation and relationship-building skills
- Ability to negotiate and handle difficult situations
- Financial administration and budgeting skills
- Data management and IT skills
- Possess a good level of knowledge of national and local government in Ireland and national and international public library policy and strategy

Principal Conditions of Service

General

The appointment is for a Grade 6 in the Local Government Management Agency and is subject to general terms and conditions in operation relating to appointments in the Agency.

Remuneration

The salary scale applicable to this position as per circular EL 03-2024 1st March 2025 is as follows;

Point No.	1	2	3	4	5
Salary	€	€	€	€	€
Point No.	6	7	8	9	LSI 1
Salary	€	€	€	€	€
Point No.	LSI 2				
Salary	€				

The holder of the office shall pay to the LGMA any fees or other monies (other than his/her inclusive salary) payable to or received by him/her by virtue of his/her office or in respect of services which he/she is required by or under any enactment to perform. Entry will be at the minimum of the scale and the rate of remuneration will not be subject to negotiation and may be adjusted from time to time in line with Government pay policy. Different terms and conditions may apply if you are currently a serving civil or public servant.

For further information please see the LGMA Candidate information booklet
<https://www.lgma.ie/en/about-us/work-with-us/>

