

Join Our Team at Moulton Library Health & Wellbeing Hub!

Are you passionate about supporting health and wellbeing in your community? Do you enjoy helping people access vital resources and creating engaging, inclusive activities? If so, we have two exciting part-time roles at Moulton Community Centre that could be perfect for you!

We are currently looking for two enthusiastic and dedicated individuals to join our team at Moulton Library Health & Wellbeing Hub:

1. **Library, Health and Wellbeing Coordinator**
Hours: Part-time
2. **Library, Health and Wellbeing Administrator**
Hours: Part-time

Location: Moulton Community Centre, Sandy Hill, Reedings, Moulton, Northants, NN3 7AX

Full-Time Option Available:

If you can demonstrate the skills and qualities required for both roles, we'd be happy to combine the roles to create a full-time position.

What We Offer:

- A **supportive, dynamic team** that values innovation, inclusivity, and community impact.
- The opportunity to **contribute to the health and wellbeing** of local residents through engaging programmes and support services.

Role Purpose

The **Library, Health and Wellbeing Coordinator** and **Library, Health and Wellbeing Administrator** will work together to:

- Support the day-to-day operations of the Moulton Library Health & Wellbeing Hub.
- Assist in the development of community-based events and services to improve health and wellbeing outcomes for residents.
- Engage with a range of stakeholders, including volunteers, service users, carers, and advocacy organisations, to deliver impactful services.

Key Responsibilities:

Library, Health and Wellbeing Coordinator:

- Respond to library users' enquiries, assist with book reservations, and provide guidance on library resources.
- Plan, prepare, and deliver creative activities (such as arts, crafts, and health-focused events) to engage the community.
- Collaborate with volunteers and local champions to deliver community-led initiatives.

Library, Health and Wellbeing Administrator:

- Manage financial records, including processing invoices, reconciling statements, and supporting budgeting processes.
- Research grant opportunities and assist with high-quality grant applications.
- Keep the CIO website up-to-date, ensuring information is accurate and relevant.

What We're Looking For:

We are looking for **friendly, adaptable, and enthusiastic individuals** who thrive in a community-focused environment. The ideal candidate will:

- **Work well with people of all ages** – confident in engaging with a diverse range of individuals, from young children to older adults.
- **Be adaptable and proactive** – able to adjust to different tasks and situations as needed.
- **Have confidence (or a willingness to learn)** to run **Storytime and Rhymetime** sessions – creating an engaging and welcoming environment for families.
- **Possess good IT skills** – comfortable using technology to assist library users and support digital initiatives.
- **Be well-organised and able to plan effectively** – managing tasks efficiently and contributing to the smooth running of events and activities.
- **Be approachable and friendly** – offering excellent customer service and promoting a welcoming space for the community.

We also **welcome applicants with additional skills and hobbies** that could enhance our library's services and community engagement. Whether it's arts and crafts, music, storytelling, mindfulness, or any other passion, we'd love to hear how your interests could contribute to our Health & Wellbeing Hub.

What We Value:

- **Excellent Communication:** Strong verbal and written skills to interact with people of all ages and backgrounds.
- **Organisational Skills:** Ability to manage multiple tasks effectively and plan events that make a difference.
- **IT Competence:** Comfortable with technology to support library services and manage administrative tasks.
- **Teamwork & Creativity:** A collaborative mindset with the ability to develop and deliver engaging activities and projects.
- **Flexibility & Enthusiasm:** Adaptability to take on a variety of tasks and a passion for improving community health and wellbeing.

Interested?

If you are passionate about supporting others and are ready to take on a fulfilling role in a vibrant community, apply now! You can make a real difference to people's lives in Moulton and surrounding areas.

To apply: For further details or to request an application form, please email **Jane Austin, Executive Officer** at officer@moultonnorthants-pc.gov.uk by **Monday 14th April 2025**.

Moulton Library Health & Wellbeing Hub is committed to promoting diversity and equality. We welcome applications from all backgrounds and encourage individuals from underrepresented groups to apply.