



**Cumberland
Council**

Post Specification

Date	July 2025
Post Group Number	8671
Post Title	Library Outreach Project Officer (Storysacks Project)
Job Family	Customer Engagement
Job Family Role Profile	CE8ii
Final Grade	8

To be read in conjunction with the job family role profile

Service Area description	
The Library Services sits within Customer Solutions in the Public Health Customer and Community WellBeing	
Purpose of this post	
This post will be deployed to support delivery of the Storysacks Project and associated priorities and outcomes. Working flexibly under the direction of the manager; this role will be deployed to work in the Whitehaven and wider Copeland area with different customer and community groups. The post will report to the Library and Customer Manager for Copeland and the Storysacks Project Steering Group.	
Key job specific accountabilities	
1. To deliver the Storysacks Project aimed at taking the reading and library offer out to communities and target groups to support enjoyment, wellbeing, participation and engagement. 2. To work in community settings, including libraries, to deliver agreed project initiatives. 3. To work with partner organisations and other CCC departments to promote the project and develop opportunities to enhance the participants' experiences. 4. To build relationships and work sensitively with people to enable them to take proactive steps to improve their wellbeing and be empowered by reading.	
Please note annual targets will be discussed during the appraisal process	
Key facts and figures of the post	
Budget Responsibilities	• None
Staff Management Responsibilities	• None
Other	• No direct management although there may be some co-ordination of volunteers
Essential Criteria - Qualifications, knowledge, experience and expertise	
• NVQ 3 or equivalent level qualification/s or equivalent experience • Knowledge of libraries and cultural sector • Co-ordination and project management skills and experience	

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• Experience of working with community groups, customers and volunteers • Good communication skills and ability to develop strong relationships with internal and external groups.	
Disclosure and Barring Service – DBS Checks	
• This post does require a DBS check. DBS Enhanced - Children & Adults	
Job working circumstances	
Emotional Demands	• Minimal - Dealing with customers and community groups
Physical Demands	• Minimal – some manual handling of resources
Working Conditions	• Flexible approach to working hours and locations Ability to travel
Other Factors	
• Able to travel within county • Flexible approach to working hours and locations, including occasional weekends	