

ROLE DESCRIPTION

Events Planning Lead:

At Hathern Community Library, we place great importance on both the library service and non-library service. We need somebody who will co-ordinate and plan a wide range of events, to ensure that the library remains a vibrant and social community hub and helps increase its library service to the community. Please note, the role holder will not be solely required to directly organise and deliver events.

Specific Responsibilities:

- To take the lead in the planning and organisation of events and the maintenance of the Events Calendar
- To liaise with volunteers to elicit ideas for future events and groups and to ensure the effective delivery of events
- To encourage/recruit volunteers to support and deliver events
- To liaise with other local organisations, eg The Hathern Together Group, Hathern Village Association, Hathern Primary School, Open Gardens, Hathern Parish Church ensure that the Library is fully represented at village events, such as:
 - The Big Week
 - Wicked Hathern Festival
 - Open Gardens
 - Hathern Church Christmas Tree Festival
- To ensure that the Library responds appropriately to national initiatives, such as:
 - Libraries Week
 - Summer reading Challenge
 - World Book Day
 - National Poetry Day
 - Community celebrations, eg Diwali, Chinese New Year
- To identify other non-Hathern events at which the Library could have a presence
- To liaise with Marketing/Media to ensure that all events are promoted