**Library Assistant**

The following Job Description and Statement of Role & Responsibility forms an integral part of this contract and may be amended from time to time to reflect changes, growth and development within the charity.

Job Description and Statement of Role & Responsibility

|  |  |
| --- | --- |
| Reports to:  | Librarian |
| Main Purpose of Job: | To assist the Cerebra Librarian and provide administrative support. |

**Your guiding mission**

* To develop human potential through our children
* To focus on neurological health & well-being
* To attain recognition for Cerebra as a leading charity
* To spread understanding and tolerance of neurological conditions
* To spread understanding & tolerance of human difference

**Key Elements of Your Job:**

1. Send out books and toys and record loans on CRM database.
2. Add new members to database and send out membership details.
3. Record return of book and toys on the CRM database.
4. Clean all returned library toys between loans.
5. Raise purchase orders for purchases and postage via the CRM and other postal services.
6. Process invoices.
7. Help with maintaining and PAT testing the specialist toys in the library
8. Keep the library CRM system up-to-date.
9. Book and arrange delivery and collection of library products and equipment through the FedEx courier service.
10. Monitor and keep the waiting list for books and toys up-to-date.
11. Follow any library guidance and practices.
12. Maintain library Excel spreadsheets.
13. Monitor the digital library (BorrowBox) dashboard.

14. Undertake any other duties as reasonably required.