**Assistant to the Library Manager and Keeper of Books at Innerpeffray Library**

 Are you an organised, confident, motivated person who can help us with retail, office administration and events culminating in our Festival of Reading in September? Would you like to be part of the history of Scotland’s first free, public lending library?

The Library of Innerpeffray is recruiting for an assistant to the Library Manager and Keeper of Books on a part-time, eight-month contract commencing in March 2022. The salary is £11 per hour, 16 hours per week.

Due to the rural location of the Library access to your own transport is essential.

The full Job Description is attached.

Person Specification

**Essential**

* Experienced office administrator with familiarity with Microsoft Office
* Excellent written and verbal communication skills
* Self-motivated with good time management skills
* Excellent customer service skills
* Ability to handle and handle appropriately sensitive or confidential information
* Ability to apply rigour to filing and other routine tasks

**Desirable**

* Knowledge of online ticketing systems, social media and website administration
* Previous experience of working in a heritage, museum or arts environment
* Experience of retail sales

Submit your application by sending an up-to-date CV of no more than two pages of A4 and a single page covering letter explaining your suitability for the post by email to library@innerpeffraylibrary.co.uk or by post to Library of Innerpeffray, Innerpeffray, by Crieff, PH7 3RF to arrive no later than 5pm on Monday 14th February 2022.

You are welcome to have an informal discussion of the post by contacting Lara Haggerty, Library Manager on 01764 652819 or library@innerpeffraylibrary.co.uk.

Candidates who are shortlisted for interview will be contacted by Friday 18th February for interviews to be held the following week. Please include a telephone number or email address so that we can contact you.