

# NewSPAL

The performing arts library in Surrey

## Transition Project Manager - Brief

<b>Role:</b>	Transition Project Manager
<b>Terms:</b>	Up to 117 days @ £200 a day over 9 months (average of 3 days per week) from starting date, plus travel expenses (to be agreed)
<b>Contract value:</b>	maximum £23,400
<b>Responsible to:</b>	NewSPAL Trustee Board

### About NewSPAL

At its Cabinet meeting in February 2019, Surrey County Council (SCC) agreed to hand over the Surrey Performing Arts Library (SPAL) collection to a charitable vehicle, NewSPAL, with a view to NewSPAL setting up a new independent performing arts library and service in the charity sector. The SPAL collection will initially be loaned to NewSPAL until the new organisation is fully established and financially self-sustaining at which point the collection will be unconditionally donated to NewSPAL. NewSPAL is completely independent of SCC and SCC will not be providing any funding. NewSPAL is responsible for funding and organising the transfer and, when fully operational, will have to be entirely self-financing.

The SPAL collection is currently available to registered library users in Surrey, but Surrey Libraries also supplies loan items to groups in neighbouring counties and nationwide. The SPAL collection supports Surrey's cultural life by providing a specialist loan and hire service to performance groups. Multiple sets of music and drama materials may be hired by groups at affordable charges and single copy books, music scores, sheet music for single instruments and chamber ensembles, DVDs and CDs may be borrowed by individuals. These materials are currently made available directly from Ewell Library or can be delivered to other Surrey public libraries for collection. SPAL's resources are currently used by approximately 423 groups, around 80% of which are based in Surrey.

The collection comprises over 205,000 items relating to music and drama. It includes approximately 4,000 music sets (vocal sets, full orchestral sets, string orchestra and wind/concert band). It is one of the largest such publicly accessible collections in the country. The SPAL collection also includes the Kirby collection of choral music owned by Making Music, the UK's organisation for leisure-time music. NewSPAL seeks to develop the service into a performing arts library hub based in Woking. It will continue to serve Surrey

residents, but will also operate across the UK to take advantage of the increasingly under-served requirements from performing arts groups more widely than Surrey alone.

The New Surrey Performing Arts Library (NewSPAL) is a Charitable Incorporated Organisation (registered in England and Wales no 1176729), a legal entity which combines the benefits of charitable status with those of an incorporated limited liability company, regulated by the Charity Commission.

### **Transition Project Manager - Role Purpose**

**Responsible for the transition of the Surrey Performing Arts Library from being administered by Surrey County Council to being run by NewSPAL.**

The Library will be moved from Bourne Hall, Ewell to new premises in Woking (a town centre building shared with the National Hockey Museum), a new library management system will be adopted including re-cataloguing the entire stock, volunteers will be recruited, trained and managed to help with the transition, staff will be recruited and trained, and a new fully functioning organisation set up.

The Transition Project Manager will ensure that the library is transferred successfully and that the new facilities run smoothly at the point of opening, that library users receive a high quality service in the new facility from the word 'go', and will also lead on the transition to "business as usual".

### **Transition Project Manager – Main Duties**

- To develop a transition plan that aligns with the Business/Strategic Plan
- To assist in recruiting two permanent staff and a volunteer support group (both for the transition period and potentially also for the longer-term)
- To implement the Library Management Software provided by Nottingham Performing Arts Library Service and associated online payment system (as well as potentially further software systems to manage individual membership and single library items)
- To work with the trustees and consultants to develop and implement a suite of policies governing the operation of the library
- To oversee removal of the SPAL collection to Woking and installation in new premises
- To train staff and volunteers to manage the collection and the hire of materials
- To lead on consultation and communication with stakeholders, including users and potential users, mainly in Surrey
- To lead on promotion and communications strategy during transition period, including updating and managing NewSPAL's website and social media, assisted by volunteers where appropriate
- To develop methods for monitoring and evaluation of the service and ensure that such monitoring and evaluation is undertaken in agreement with the trustee board

- To compile reports, update and supply information and statistics regarding the service and library activities as necessary for Trustees, Surrey County Council and other stakeholders (e.g. funders)
- To manage the budget for the transition and provide financial information as needed

### **Staff/Volunteer management**

The Transition Project Manager will be expected to facilitate the training of the staff and volunteers:

- To recatalogue, barcode, reclassify (if necessary) and organise the collection
- To set standards for customer service, including “front of house” reception, despatch and receipt of materials, and online services
- To design efficient management processes for the benefit of new and existing users, and which will facilitate the financial viability and sustainability of the library for the longer term
- To deliver user training (in person, online and in print)
- To promote the library service to existing and new users (including website, social media and other communication channels)

### **Contacts**

1. To develop a pro-active and positive relationship with stakeholder groups, including the Friends of Surrey Performing Arts Library, Nottingham Performing Arts Library Service, the International Association of Music Libraries, Making Music and other community organisations concerned with music and drama.
2. To engage with community organisations and institutions to link the activities in the library to local regeneration activities and initiatives.
3. To represent the library in dealings with general public, external bodies and partnership agencies.
4. To promote safe public use of the library.

### **Finance**

1. To manage the budget identified for the delivery of all transition plans described.
2. To manage the budget for the transition period.
3. To provide financial information as required.

### **Other**

1. To ensure that the charity develops and implements relevant policies to comply with legislation and best practice, including, but not limited to, Equal Opportunities/Inclusion and Diversity, Data Protection, Environment, Health & Safety, Safeguarding (including young people and vulnerable adults), and others as applicable to NewSPAL’s remit and operation.
2. To ensure that staff and, where relevant, volunteers including trustees, are briefed and trained to comply with all of the charity’s policies, and that good reporting mechanisms and feedback loops are established, so that any concerns can be quickly identified and dealt with.
3. The post holder will be responsible for delivering the project outcomes and will adhere to the most current and relevant legislation.

## Person specification

<b>1</b>	<b>Education/qualifications/training:</b>	
	Educated to degree standard or equivalent, or qualification or significant experience in project management	Essential
<b>2</b>	<b>Knowledge and experience:</b>	
	Previous experience on a similar size/scale of project	Essential
	Understanding of libraries and their management	Desirable
	Accurate written communication and attention to detail	Essential
	Computer literacy in word-processing, database, spreadsheets	Essential
	Experience of managing project budgets, contracts, sub-contractors etc.	Essential
	Knowledge of health and safety legislation	Desirable
	Experience of planning, implementing and monitoring programmes and budgets from project inception to completion, ideally within delivery/management projects.	Essential
	Experience in delivery of community based services.	Desirable
	Experience of consultation methods and delivering schemes in liaison with internal and external stakeholders.	Essential
	Experience of recruitment and training	Essential
	Experience of promotion/marketing/websites/social media, at whatever scale	Essential
<b>3</b>	<b>Personal characteristics/attitudes:</b>	
	Self-motivated and decisive	Essential
	Excellent organisational skills, ability to organise own work effectively to establish priorities on a day-to-day basis and in the longer term	Essential
	Ability to work well as part of a team	Essential
	Ability to work under pressure and to deadlines	Essential
	Communicates effectively - uses simple, clear, and open language to establish positive relationships with others; listens and is open to conversation; networking with others to seek out mutually beneficial ways of working.	Essential
	Takes ownership - is responsible and proactive, seizes opportunities, drives excellence, engages with the CIO's objectives, and furthers professional development.	Essential
	Works collaboratively - helps colleagues and users; develops relationships, and understands other people's roles. Works with colleagues, partners, and users to earn their respect, and get the best results.	Essential
	Focuses on results, is ambitious about achieving the project goals; considers the effect of the service for users.	Essential
	Post holder remit could involve lone-working conditions with occasional out of hours meetings. Availability and willingness to work some evenings and occasional weekends is essential.	Essential

## **FURTHER PARTICULARS**

### **Equal Opportunities**

NewSPAL is committed to equality of opportunity and to a pro-active and inclusive approach to equality, which supports and encourages all under-represented groups, promotes an inclusive culture, and values diversity. No applicant for an appointment, or member of staff once appointed, will be treated less favourably than another on the grounds of sex (including gender reassignment), marital or parental status, race, ethnic or national origin, colour, disability, sexual orientation, religion, or age. If any employee or volunteer considers that he or she is suffering from unequal treatment on any of the above grounds, he or she may make a complaint, which will be dealt with through the agreed procedures for complaints or grievances or the procedures for dealing with bullying and harassment, as appropriate.

### **Information if you have a Disability**

NewSPAL's recruitment and selection procedures follow best practice and the requirements of the Equality Act. Fair selection for employment is based on the ability or potential ability of an applicant to carry out the duties of the post and decisions on appointments are based on the merit and suitability of the candidate. If you have a disability you are invited to request any special arrangements you may require for interview, or adjustments you may anticipate would be needed in your working arrangements, at the point of application. However, NewSPAL recognises that you may prefer to forward this information if and when you are called for interview and you may do so at that stage without prejudice, if you prefer.