

JOB TITLE:	Mobile Library Assistant/Driver
SALARY:	£26,717 - £29,247 per annum
HOMEWORKING:	This post is not suitable for homeworking
RESPONSIBLE TO:	Network Librarian, Portree
JOB PURPOSE:	To provide a friendly and efficient mobile library service to schools and communities throughout Skye and Lochalsh

KEY DUTIES AND RESPONSIBILITIES INCLUDE:

- Actively promote a positive and collaborative workplace culture that supports the Charity's purpose of Making Life Better and i-care values to increase morale, productivity and performance.
- Driving a specially equipped large vehicle.
- Ensuring the vehicle is maintained in day-to-day running order by carrying out routine checks and reporting faults as necessary to the Fleet Operator.
- Ensuring the vehicle is cleaned and washed inside and out.
- Promoting use of the mobile service to the public.
- Circulation of stock to the public and within the library network, including housebound, school and care home visits.
- Input, checking and maintenance of database records.
- Handling customers' requests and enquiries.
- Stock maintenance, including shelving, handling, processing and minor repairs.
- Cash handling and other duties associated with the day-to-day operation of library services within the area.
- Assisting with the implementation of Health and Safety procedures.
- Participating in staff training.
- Undertaking any other duties as required to ensure efficient and effective service delivery.
- Pursue continuous professional development and contribute to the continuous improvement of High Life Highland as a whole.
- Attend and undertake any training online or in person.
- Aim to reduce wastage and uphold our environmental values of being as sustainable as possible in all tasks.

- Assist and support other areas of High Life Highland with particular projects, training or in the event of holidays or sickness working cross-functionally across the team.
- Maintain an awareness and knowledge of the risk management responsibilities appropriate to their role, as identified within the HLH Risk Policy and associated guidance documentation.

Special Conditions: The mobile library van is based at Ardelve Depot and currently operates on a 3-week cycle throughout the Skye and Lochalsh area. This may be subject to change. The van is stored overnight at Ardelve Depot, by Dornie, Lochalsh.

Please see current timetable on website for full details of the routes.

All candidates are subject to a medical as a requirement prior to any formal appointment.

All candidates will be required to undertake a short driving test.

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may also be varied without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations it will be necessary to update this job specification from time to time.

Date: September 2026

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ESSENTIAL ATTRIBUTES:

In order to be able to carry out the duties of this post effectively and safely, candidates will be able to provide evidence of the following:

1. EXPERIENCE

- Experience of driving a large vehicle on narrow roads and manoeuvring in tight spaces
- Significant experience of customer care including all age groups

2. EDUCATION AND QUALIFICATIONS

- Good general standard of education or appropriate work experience
- Category C1 specified on current driving licence

3. SKILLS / ATTRIBUTES GENERAL

- Good timekeeper
- Good general experience of using ICT
- Current driving licence
- Flexible attitude and the ability to learn new skills as required
- Knowledge of the local area

4. SKILLS/ABILITIES SPECIFIC TO THE POST

- Ability to drive and manoeuvre large vehicles
- Interest in books and reading
- Ability to work solo in unsupervised situations

5. INTERPERSONAL AND SOCIAL SKILLS

- Offering excellent and appropriate customer care to all including children.
- Ability to communicate clearly and put people at ease