

JOB TITLE: Relief Mobile Library Assistant/Driver

SALARY: £14.68 per hour

HOMEWORKING: This post is not suitable for homeworking

RESPONSIBLE TO: Network Librarians

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.
- Engaging in continuous professional development and contributing to service improvements within Libraries and High Life Highland as a whole.
- Attending and completing any relevant training, either online or in person.
- Supporting sustainable working practices, aiming to reduce waste and uphold the Charity's environmental values.
- 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 Libraries team.
- Undertake all tasks in accordance with High Life Highland policies and procedures, including General Data Protection Regulations, health and safety procedures, relevant checks, reporting any concerns to management to ensure corrective action is taken.
- Undertaking any other duties as required to ensure efficient and effective service delivery.
- 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. The van is stored overnight at Ardelve Depot, by Dornie, Lochalsh.

This is a relief post which covers for the permanent driver when they are off on annual leave or sickness absence.

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

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: July 2026

High Life Highland (HLH) is committed to the protection and safeguarding of vulnerable groups, including children and protected adults and believes that they should never experience any kind of abuse. It has a responsibility to promote the welfare of those in vulnerable groups and to keep them safe and to practice in a way that protects them. HLH expects all those with whom the Charity engages to share this position. Where applicable, new positions will be subject to the appropriate level of Disclosure Scotland checking; identity checks (address, date of birth) employment/experience history, two references (one of which must be most recent employer, where appropriate), qualifications, Right to Work in the UK (where applicable). The above will apply to anyone working on behalf of HLH (paid or unpaid) including all board directors, staff, workers, volunteers, agency staff and students.

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ESSENTIAL ATTRIBUTES:

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

EXPERIENCE

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

EDUCATION AND QUALIFICATIONS

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

SKILLS/ATTRIBUTES GENERAL

- Good time keeper
- 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

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.

INTERPERSONAL AND SOCIAL SKILL

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