



Gloucestershire College is advertising this role on behalf of Gloucestershire Professional Services (GPS).

About the Role – Employment Details

Post Number	B003
Job Title	Learning Resources Advisor
Salary	£26,218.54 - £28,088.30 per annum pro rata Actual £10,396.14 - £11,137.54 per annum
Contract Type	Permanent, 17 hours per week over 4 days (Monday – Thursday), 38 weeks per year term-time only
Campus	Gloucester
Department	Teaching, Learning, and Improvement
Reporting To	Learning Resources Supervisor
Holiday	A paid annual leave entitlement of 7 weeks (pro rata) is incorporated into your salary.
Pension	People's Pension – 4%-5% matched contribution

About the Role – Meet the Team

Join our Library Team and help to offer an inclusive, supportive, and engaging learning environment for our diverse range of learners.

As part of the Teaching, Learning, and Improvement Team, the Library team have a genuine passion for supporting and progressing the learning of students, and love using their creativity skills to engage learners with a range of activities, displays, games and competitions.

About the Role – Duties and Responsibilities

- Provide inclusive support and guidance to learners in using the library resources, digital IT platforms, and apps available.
- Engage learners with an exciting range of promotional displays, activities, games, events, and competitions based on our 'College Community Plan' themes, including LGBTQIA+, neurodiversity, Black History Month, and mental health.
- Provide and maintain an inclusive, engaging, and safe environment for a diverse range of learners, including high needs, ESOL, 16-19, adult, and HE learners.
- Provide frontline customer service at the library reception, including using a library management system to issue, return and reserve loan items.
- Assist in the creation, organisation and running of displays, events, promotions and competitions.
- Manage groups of learners completing the online element of their programme of study.
- Deliver library inductions and referencing sessions to groups of learners in the classroom and within the library.
- Support learners on work experience placements within the library.
- Proofread learners' work and provide feedback and suggestions for improvement



- Maintain data and statistics relating to stock monitoring, loans, reading lists, and ordering.
- Maintain the library environment, including shelving, tidying, and processing of new stock.
- Update, maintain and develop the Virtual Library and social media platforms.
- Support with cross college activities, such as open events and enrolment.

About You

Our Shortlisting Criteria

Essential	– Experience of working with young people. – Experience of providing customer service. – Experience of using digital and online IT platforms. – Level 3 qualifications (A Level or equivalent) in one or more of the Gloucestershire College curriculum areas. – English level 2 or equivalent, and a demonstrable good level of written English. – Willingness to undertake Equality and Diversity, Safeguarding, and other mandatory training.
Desirable	– Experience of working in an academic environment or with educational resources. – Experience of supporting groups of learners. – Maths level 2 or equivalent. – A qualification or training in post 16 education.

The Perfect Person for us will demonstrate

Abilities	– Excellent communication skills - ability to communicate with a diverse range of people – Able to work collaboratively as part of a team – Able to provide inclusive support and guidance for individuals and groups – Able to work flexibly and creatively, and use initiative – Able to work to high standards and stay calm under pressure – Willing and able to responsibly and respectfully challenge learner behaviour – Able to organise time effectively with a varied workload. – Ability to work accurately (attention to detail) – Able to commit to continuous improvement and support the ambitions of others
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Job Circumstances

- Able to travel between college sites (if required)
- Undertake any training required for the role
- Hold an Enhanced DBS check or be willing to undertake a check.
- This job description outlines the main duties at the time it was written. Tasks may change, but the role's overall nature and responsibility remain the same. These changes are normal and don't justify a change in the post's grading.

About the College – Our Expectations

- Take an active part in the Professional Development Conversations (PDC)
- Engage with all relevant Health & Safety regulations and assist the College in the implementation of its own Health & Safety Policy
- Actively promote the College's Equality and Diversity Policy
- Actively promote the College's Safeguarding Policy and Practices
- Support the College's sustainability policies and recognise the shared responsibility of carrying out duties in a resource efficient way
- Participate in enrolment
- Participate constructively in college activities and to adopt a flexible approach to your work.
- Undertake a first-aid qualification and participate in the first aid rota, as required.
- Undertake any other relevant duties as specified by your line manager commensurate with the level of this post

Safeguarding

At Gloucestershire College, we are committed to promoting the welfare and safeguarding of our young people and vulnerable adults. The College expects all students, staff and visitors to share this commitment. Safer recruitment practices are an essential part of this commitment.

If shortlisted, you will be required to complete a self declaration of any criminal record or other information that may make you unsuitable to work with children. This includes explaining any gaps in employment. Applicants will be required to disclose any cautions, convictions, reprimands or final warnings in line with the Rehabilitation of Offenders Act. The College is committed to the fair recruitment of ex-offenders in line with its policy and legal responsibilities.

Candidates will be asked to provide evidence of their right to work in the UK. Satisfactory references and online searches will also be completed as part of the safer recruitment process. The online search reviews publicly available information, including social media, to identify any concerns that may require further discussion. References may be requested either before interview, with consent, or following an offer of employment.

All successful applicants will be required to complete an enhanced DBS check appropriate to the role.