

Vacancy ref:5648

Knowledge Engagement – Library
JOB DESCRIPTION

Title:	Library Public Engagement Officer
Department:	Knowledge Engagement – Library
Grade:	Grade 6
Salary:	£32,722 - £38,448 per annum
Hours:	Full-time; occasional evening or weekend work required
Contract Length:	Permanent
Reporting to:	Library Space and Experience Team Leader
Location:	City Campus Library and Mount Pleasant Campus Library, although staff may be asked to work in any location within the University. Mobility between locations will be subject to the exigencies of the service.
Introduction:	The Library Public Engagement Officer is a key operational role within Knowledge Engagement, responsible for the practical delivery of LJMU Library's public engagement programme, through the planning, coordination, and implementation of events, exhibitions, workshops, talks, visits, and other engagement activities.

Purpose of the role

Working with colleagues from across the Library and the wider University, the Library Public Engagement Coordinator will coordinate and deliver an agreed annual programme of activity that promotes engagement with LJMU Library's collections, expertise, and buildings.

The role requires excellent organisational, communication, and relationship management skills to ensure activities are delivered successfully, safely, inclusively and within agreed timescales and budgets. The postholder will also contribute to the continual improvement of public engagement activities by evaluating outcomes and developing effective processes and procedures to deliver future programmes.

Duties

Public Engagement Delivery

- Coordinate and deliver an agreed annual public engagement programme, comprising a range of concurrent activities with multiple stakeholders, including exhibitions, workshops, talks, visits, outreach activities, and other events.
- Translate agreed Library and University priorities into accessible, engaging, and inclusive activities and services for a wide range of audiences.

- Work with colleagues across the Library to deliver activities that promote the use and understanding of Library collections, expertise, and spaces.
- Determine detailed delivery plans and coordinate resources within agreed objectives, budgets, timescales and quality standards.
- Contribute ideas and feedback that inform the ongoing development and enhancement of future public engagement programmes.

Event Planning and Coordination

- Coordinate all aspects of event and exhibition delivery, including scheduling, communications, bookings, logistics, health and safety requirements, staffing, equipment, materials, and catering.
- Develop and maintain project plans, schedules, checklists, and operational procedures to ensure effective delivery.
- Monitor progress against agreed milestones and deadlines, identifying and resolving issues where appropriate.
- Monitor and report on budgets, ensuring resources are used effectively and in accordance with University procedures.
- Make operational decisions and resolve non-routine delivery issues, referring matters with significant financial, reputational, or safety implications as appropriate.

Partnership and Stakeholder Working

- Develop and maintain effective working relationships with colleagues across the Library, including the Space and Experience Team, Special Collections and Archives, Open Research and Academic Success.
- Work collaboratively with internal stakeholders including Student Recruitment and Outreach, academic schools, Estates, Corporate Communications and other University departments.
- Build productive relationships with external partners and networks, including members of Liverpool Culture Network, Liverpool Libraries Together, and community organisations.
- Facilitate external liaison panels and act as a point of contact for operational matters relating to events, engagement activities, and external memberships.

Communications and Promotion

- Promote public engagement activities through appropriate communication channels.
- Work with Library and University colleagues to create promotional content for events, exhibitions, and activities.
- Ensure communications are timely, accurate, accessible, and aligned with University brand and communication guidelines.
- Act as a positive ambassador for LJMU Library and the University.

Evaluation and Continuous Improvement

- Gather and analyse feedback, participation data, and evaluation information from events and activities.

- Produce reports and recommendations to inform service improvement and future planning.
- Develop and refine processes, guidance, and documentation that improve the efficiency, consistency and effectiveness of public engagement activities.
- Maintain accurate records relating to engagement activities, budgets, and outcomes.
- Any other duties commensurate with the grade as deemed necessary by the Director of Knowledge Engagement.

Values and Regulations

- Commitment to adhere to and promote the ethos of Respect Always as set out in the Respect Always Charter.
- Liverpool John Moores University recognises and is aware of its Social, Economic and Environmental responsibilities. The post holder is required to minimise the environmental impact in the performance of the role, contribute to (and supervise if applicable) the implementation of environmental improvement measures and actively contribute to the delivery of LJMU's Environmental Management, Energy Management and Sustainability Policy Statement, and the Climate and Sustainability Plan.
- The post-holder's mandatory Health and Safety responsibilities, which have been agreed by the University's Executive Leadership Team, are contained in Section 2 of the University's Safety Management Code of Practice (MCP1) Organisation for the Implementation of the Health and Safety Policy. The post-holder's mandatory Environmental Management responsibilities are contained in Section 2 of the University's Environmental Management Code of Practice (ECP1) Organisation for the Implementation of the Environmental Management and Sustainability Policy.
- For some of your activity, from time to time, you may be required to contribute to externally funded projects such as research or EU projects.

November 2026

PERSON SPECIFICATION

The person specification describes the skills, experience, knowledge and aptitude required to perform the duties of this post effectively. The criteria order listed should not be taken to imply their relative importance. Both paid and unpaid experience may be relevant.

Essential Factors	Evidence
• Degree-level qualification or equivalent relevant professional experience.	C, A, I
• Experience of coordinating and delivering events, exhibitions, engagement activities, or similar projects for a range of audiences, to agreed timescales and standards.	A, I
• Experience of working collaboratively with internal and/or external stakeholders to deliver shared objectives.	A, I
• Excellent communication and interpersonal skills, with the ability to build effective working relationships.	A, I
• Strong organisational and planning skills, with the ability to coordinate activities and manage competing priorities within agreed timeframes and budgets.	A, I
• Ability to evaluate activities and use evidence or feedback to inform improvements.	A, I
• Good digital skills, including confident use of Microsoft Office applications.	A, I
• Understanding of accessibility, inclusion, and equality principles in relation to events or engagement activities.	A, I
• Proactive, organised, and customer-focused approach to work.	A, I
• A commitment to LJMU's values and regulations and Diversity and Inclusion Policy.	A, I
• Commitment to adhere to and promote the ethos of Respect Always as set out in the LJMU Respect Always Charter.	A, I

Desirable Factors	Evidence
• Experience of public engagement work in a Higher Education, library, archive, museum, gallery, or cultural sector setting.	A, I
• Knowledge of current trends in Higher Education.	A, I

A = Application I = Interview P = Presentation T = Test C = Certificate

BENEFITS OF WORKING FOR US

Financial benefits: Competitive salaries based on a low contractual 35 hour working week.

7.1% employer pension contributions for non-academic staff enrolled in the Local Government Pension Scheme (LGPS). This is a temporary reduction from the previous rate of 17.5%, effective from April 2026, following the Fund's triennial review. The reduction reflects the Fund's current surplus and improved financial position. This does not affect your pension benefits, which are determined by LGPS scheme rules rather than the level of employer contributions.

28.68% employer contribution to pensions for teaching staff enrolled into the Teachers' Pension Scheme (TPS).

Work life balance: Excellent annual leave provision.

30 days for support staff and 35 days for staff and senior managers grade 8 and above.

8 UK bank holidays and up to 5 University closure days between Christmas and New Year.

Family friendly policies and a range of benefits to support including job-shares, flexible working hours and part-time roles where possible.

Health and wellbeing: Regular wellbeing support initiatives throughout the year.

Access to a trained counsellor via Employee Assistance Programme (EAP).

Plus a programme of activities and range of support and resources to help look after your mental and physical wellbeing.

Career Benefits: Continuous development opportunities to enhance your knowledge and meet your career ambitions, including LinkedIn Learning.

Making a difference: LJMU Climate Action - be at the forefront of initiatives to tackle climate change.

Share experiences and challenge unfair practices with our Diversity and Inclusion Staff Networks.

Opportunity to volunteer at graduation ceremonies, clearing and open days.

Discounts and other benefits: A reward and benefits platform, giving savings on day-to-day purchases across a range of retail outlets.

Interest free loans repayable across twelve monthly instalments, including loans for annual travel season tickets and cycle to work scheme.

Massively discounted gym and fitness classes at the **University Sport Building.**