



## **CILIP Information Literacy Group**

**Role title:** Training officer

The role holder will be responsible for training and events management for the CILIP Information Literacy Group, with the exception of the LILAC conference. They will be responsible for the development and implementation of the groups training and events strategy. They will organise, manage and sponsor training sessions & events for the CILIP Information Literacy (IL) Group or jointly with other organisations.

### **Key responsibilities**

1. To take a lead role in the development of the Information Literacy Group's training & events programme by:
  - developing with the IL committee a strategic plan in relation to training;
  - developing with the IL committee a yearly operational plan;
  - writing both quarterly and yearly reports on progress against actions.
2. To lead the IL group's Training group by:
  - assisting in the selection of volunteers to help organise training;
  - co-ordinating the work of the team;
  - ensuring timely & clear communication between team members & the IL group.
3. To organise and manage training sessions & events for the IL group or jointly with other organisations across all sectors by:
  - maintaining a database of training venues, speakers etc.;
  - managing bookings, including registrations, preparation of paper work etc.;
  - co-ordinating and arranging the delivery of IL packs for events;
  - with the Treasurer manage the invoicing of events and to bank monies ;
  - evaluating events and provide reports to the IL group.
4. To manage the IL training & sponsorship scheme and budget.
  - develop and manage the sponsorship criteria;
  - with the Marketing Officer promote the sponsorship scheme;
  - evaluate and award as appropriate IL sponsorship.
5. Work with the Marketing group to promote IL training events through:
  - production of flyers;
  - use of the JISC lis-infoliteracy discussion list;
  - ensuring the IL website is up-to-date with event information.

### **Knowledge & Experience**

The role holder will be a source of advice to the committee on all training and events with the exception of LILAC. They will keep up-to-date on professional IL issues, which may affect the training agenda of the group. They will have some experience of teaching or training themselves or prior experience of organising training for staff development. It is expected that they will have some experience of budgeting, and have an understanding how to maintain appropriate records of financial transactions.

The post holder should have experience of project management and marketing events.

### Time commitment

1. As a member of the committee the training officer will be expected to attend 4 committee meetings in London.
2. Organisation of events two hours per week.

### Person Specification (qualifications, skills, knowledge and experience) for the role of: Training Officer

Job related knowledge, aptitude and skills	Requirements	Essential or desirable
Qualification	Professional accreditation such as MCILIP	Essential
Qualification	Member of CILIP IL Committee	Essential
Experience	Experience of teaching or training or organising training for staff development	Essential
Experience	Managing and organising events	Essential
Experience	Experience of working in a library or related service area	Desirable
Experience	Experience of working with budget (home will do)	Desirable
Knowledge	Experience of managing a team	Desirable
Skills	Be able to demonstrate an awareness of current information literacy issues	Essential
Skills	Project management	Desirable
Skills.	Excellent oral and written communication skills.	Essential
Skills	Demonstrate skills in the area of forward planning and policy development	Desirable
Skills	Experience of maintaining web pages	Desirable