

**CILIP Information Literacy Group**

**Role title:** Sector / Organisational representatives

To be the focal point of liaison between the sector / organisation they represent and the CILIP Information Literacy group. Sector / organisational representatives may also undertake other roles, e.g. Marketing officer, on behalf of the group and be asked to participate in projects supported by the Committee.

###### **Key responsibilities**

1. To submit a report on relevant activities in their sector / organisation at CILIP Information Literacy Committee meetings to ensure:

* the group has up-to-date details / understanding of the sector / organization;
* that the group provides appropriate services, e.g. training to the sector.

1. To work with their sector / organisation to maintain and raise the profile of the CILIP Information Literacy Group and information literacy by:

* reporting on CILIP Information Literacy matters to colleagues;
* promoting new information literacy initiatives to colleagues;
* representing the CILIP Information Literacy Group at appropriate meetings, training events and conferences.

1. Participate in the annual cycle of planning and reporting for the committee.

###### **Time commitment:**

1. As a member of the committee the Sector / Organisational representative will be expected to attend four committee meetings per year, usually held in London.

2. Approximately one hour per week.

###### **Knowledge & Experience**

The role holder will be a source of advice to the committee on their sector / organisation, especially in relation to the development of an information literacy agenda. They will represent the group at IL meetings and play a key role in promoting the importance of IL to their sector / organisation. They will keep up-to-date on professional IL issues, which may influence the work of the group.

# **Person Specification (qualifications, skills, knowledge and experience)**:

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| **Job related knowledge, aptitude and skills** | **Requirements** | **Whether essential or desirable** |
| **Qualification** | Professional accreditation such as MCLIP or LIS qualification | Essential |
| **Qualification** | Member of Information Literacy Group | Essential |
| **Experience** | One year’s experience of working in a particular sector / organisation in a strategic role | Desirable |
| **Knowledge** | Be able to demonstrate an awareness of current information literacy issues | Essential |
| **Skills** | Excellent oral and written communication skills. | Essential |
| **Skills** | Demonstrate skills in the area of forward planning and policy development | Desirable |