



CILIP Information Literacy Group

Role title: Web editor

To ensure that the Information Literacy website is accurate, updated regularly and reflects the work of the CILIP Information Literacy Group.

Key responsibilities

1. Maintain and update the website on a regular basis by:
 - participating in the editorial team rota for managing team mailbox, calendar and website blog;
 - correcting errors;
 - checking for broken links;
 - reporting faults to the IL website manager, and identifying and implementing solutions as appropriate
2. Source and produce new content by:
 - scanning social media / discussion lists / IL publications / websites;
 - contacting possible authors;
 - writing original webpage copy and blog posts;
 - editing and publishing copy submitted by members of the CILIP Information Literacy Group or external contributors
3. Promote the IL website to interested parties by:
 - contributing tweets via the CILIP ILG Twitter account that highlight new blog posts or site content;
 - Being an advocate via other online channels, at events and conferences, and through other routes as appropriate
4. Assist the IL website manager in:
 - developing a strategic plan in relation to the IL website;
 - developing a yearly operational plan in relation to the IL website;
 - writing both quarterly and yearly reports on progress against actions;
 - responding to ILG committee requests for advice on other initiatives and activities, where appropriate.

Time commitment: Up to two hours per week

Knowledge & Experience

It is expected that the post holder will have some experience of editing a website and be able to produce high-quality, engaging written material for a diverse audience.

Person specification (qualifications, skills, knowledge and experience) for the role of: Web editor

Job related knowledge, aptitude and skills	Requirements	Whether essential or desirable
Experience	Editing a website	Desirable
Knowledge	Be able to demonstrate an awareness of current information literacy issues	Essential
Skills	Excellent oral and written communication skills	Essential
Skills	Demonstrate knowledge and skills in use of web editing tools	Desirable