

## 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.
2. 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.
3. 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):**

<b>Job related knowledge, aptitude and skills</b>	<b>Requirements</b>	<b>Whether essential or desirable</b>
<b>Qualification</b>	Professional accreditation such as MCLIP or LIS qualification	Desirable
<b>Qualification</b>	Member of CILIP Information Literacy Group (or willing to join)	Essential
<b>Experience</b>	Experience of working in the specified sector / organisation	Essential
<b>Experience</b>	Advocacy of IL or librarianship within the sector	Desirable
<b>Knowledge</b>	Be able to demonstrate an awareness of current information literacy issues	Essential
<b>Skills</b>	Excellent oral and written communication skills.	Essential
<b>Skills</b>	Demonstrate skills in the area of forward planning and policy development	Desirable