

## 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 supported by one other Training Officer, and a small Training Team (currently made up of two members).

They will be responsible for the development and implementation of the group's training and events strategy. They will organise and manage online and face-to-face training sessions & events for the CILIP Information Literacy Group (ILG) 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 ILG committee a yearly operational plan aligned with the ILG Business Plan;
  - submitting quarterly reports on progress against actions prior to Committee meetings.
2. To lead the Training sub-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 at least four online or regional face-to-face training sessions and events per year taking into consideration the needs of all sectors by:
  - identifying partners to collaborate with on joint delivery (if appropriate)
  - planning programmes and identifying and booking appropriate speakers and venues;
  - setting up and managing webinars;
  - maintaining a central list of training venues, speakers etc. on Google Drive;
  - managing bookings, including registrations, using appropriate booking systems as approved by the Group;
  - co-ordinating and arranging the delivery of IL packs for events;
  - with the Treasurer, managing the invoicing of events and banking monies;
  - evaluating events and using feedback to inform future events.
4. Work with the Communications sub-group to promote IL training events through:
  - providing articles to the Information Literacy blog and the ILG newsletter;
  - use of the JISC lis-infoliteracy discussion list;
  - ensuring the IL website is up-to-date with event information.

In addition, the role holder may be asked to join sub-groups or to work on specific tasks by the Chair, as appropriate.

## 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, usually in London. (4 days p.a.)
2. Organisation of events - approx 2 days organisation per event. (8 days p.a.)
3. General training team communications and administration: approx 1.5 days p.a.

## 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 MCLIP or LIS qualification	Desirable
Qualification	Member of CILIP IL Group (or willing to join)	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
Experience	Developing online learning resources	Desirable
Experience	Delivering training online e.g. via webinar	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