

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. These are mostly held remotely, but may occasionally require in-person attendance. Meetings are usually 3-4 hours long.
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):

Job related knowledge, aptitude and skills	Requirements	Whether essential or desirable
Qualification	Professional accreditation such as MCLIP or LIS qualification	Desirable
Qualification	Member of CILIP Information Literacy Group (or willing to join)	Essential
Experience	Experience of working in the specified sector / organisation	Essential
Experience	Advocacy of IL or librarianship within the sector	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