

## Job descriptions for posts in Library/Learning Resource Centres in the post-16 sector

The job description provided below is part of CoLRiC's collection of job descriptions for posts in Library/Learning Resource Centres in the post-16 sector. The name of the organisation has been removed. It is hoped the examples in the collection will be of help to CoLRiC members and CoLRiC welcomes further contributions – please send to CoLRiC at the address below.

<b>Ref:</b> JD114	<b>Sector:</b> SFC	<b>Job category:</b> Centre Manager	<b>Year:</b> 2017
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### Educational Resource Officer / Community Manager

#### Purpose and scope

To provide an effective and efficient Library and information and resource service that is up-to-date and meets the requirements of post-16 learners and teachers. The Library has a vital role to play in supporting individual students, teachers and subject departments and we would expect the post holder to be actively working alongside departments to develop information literacy/research skills and to promote independent learning.

To oversee and maintain communications and publicity internally and externally to the College, liaising and communicating with various stakeholders including staff, students and parents (current and prospective), the press and the general public.

#### Principal accountabilities / activities

- To promote the Library, its print and online resources and Library services to students and staff, ensuring appropriate access across all subject departments, through verbal, print and online methods and through displays.
- Use the Library Management System to ensure resources and borrower records are managed effectively on a daily basis through circulation, overdues, cataloguing and classifying.
- To manage access to and the purchase of Library resources, including printed books, journal subscriptions and e-resource subscriptions. This will include monitoring the Library budget.
- To deliver group and one-to-one support on using the Library and resources and in developing information literacy/research skills to promote effective independent learning.
- To ensure that an appropriate atmosphere for learning is maintained within the Library at all times and that it remains a welcoming and positive environment, supporting student study and desk enquiries.

- To promote and encourage reading for pleasure across the College through resource provision and promotion and through linking to national initiatives.
  - To manage the Library stationery shop, overseeing sales and ordering stock as required.
  - To produce printed guides, handouts and materials, to produce the College newsletter and to oversee the production of the College prospectus, in conjunction with the Directors of the college.
  - To manage the College website ensuring information is up-to-date and accurate and maintain the College news and events listings.
  - To manage and upload regular content to the College's Twitter and Facebook accounts and to maintain our pro-active relationship with the local press regarding invitations to events and press releases.
  - To send official College communications via email to parents and students.
  - To help plan and prepare for events, including post-16 evenings, Open Evening and Presentation Evening.
  - To maintain the College's alumni society membership records.
  - To ensure that these functions support all members of the College community in an efficient and effective manner.
  - To undertake similar duties and activities that fall within the grade and scope of the post as requested by the Directors.
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## Person Specification

<b>Qualifications</b>	Degree in communication-based subject (desirable) Minimum Level 3 NVQ or equivalent
<b>Experience</b>	<p>Experience of:</p> <ul style="list-style-type: none"> <li>• working in a school, college or business environment (desirable)</li> <li>• managing / producing resources (essential)</li> <li>• using Microsoft Office applications (essential)</li> <li>• using both PC (essential) and Mac (desirable) applications and software relevant to job role</li> <li>• working under pressure and to deadlines (essential)</li> <li>• management and development of web-sites (desirable)</li> <li>• Experience of using electronic information sources for research (essential)</li> </ul>
<b>Skills and Abilities</b>	<p>Evidence of strength in:</p> <ul style="list-style-type: none"> <li>• written accuracy and literacy skills – ability to produce high quality documents</li> <li>• planning and organisation skills</li> <li>• working well and communicating effectively with others</li> <li>• working individually and managing own time effectively</li> </ul>
<b>Knowledge and Understanding</b>	<p>Knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• the process of producing written and on-line documents to a high specification</li> <li>• the appropriate software programmes to ensure that all aspects of the job description can be fulfilled</li> </ul>
<b>Personal Attributes</b>	<p>To be able to demonstrate:</p> <ul style="list-style-type: none"> <li>• a passionate belief in the importance of excellent educational resources to effective teaching and learning</li> <li>• commitment to the ethos and values of the College with a clear vision of how all aspects of media can be used to communicate this widely</li> <li>• commitment to providing excellent customer care and continuous quality improvement</li> <li>• being a proactive person</li> <li>• perseverance and success under pressure</li> <li>• presence, energy and confidence</li> <li>• excellent communication skills</li> <li>• high expectations of self and others</li> <li>• an ability to accept support from others</li> <li>• an ability to manage your own workload and that of others to allow an appropriate work/life balance</li> </ul>

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### Council for Learning Resources in Colleges

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