ILN Communications Officer

Background to the position

The International Librarians Network (ILN) is a facilitated program aimed at helping librarians develop international networks. We believe that innovation and inspiration can cross borders, and that spreading our networks beyond our home countries can make us better at what we do.

ILN is run by volunteers all around the world. ILN Directors set the strategic direction for the organisation, as well as manage external partnerships, match participants, support the partnerships, and manage the website. ILN Ambassadors promote the program and provide advice to the Directors as required about the library and information profession in their country. Program participants share their experiences, opinions and ideas to create an international network of librarians. While ILN enjoys the support of many esteemed professional and commercial bodies worldwide, it is run independently.

The ILN Communications Officer will support the program by managing the day-to-day applicant email communication and standard enquiries from program participants.

The nature of this role is that there will be peak times (2 per year) when it is very busy and then the rest of the time it is a less demanding role.

Position outline

The ILN Communications Officer is expected to:

- Manage incoming emails and triage responses as per standard workflows
- Manage standard enquiries about the ILN
- Check the email account daily during peak periods
- Check the email account 3-4 days per week outside peak periods
- Abide by the ILN's policies and code of conduct
- Other duties as negotiated

Average time demand:
- Off-peak periods: 15 minutes, 3-4 times per week.
- Peak periods: Up to 30 minutes daily.

Selection criteria

The interested person should:

- Have an active interest in professional development
- Be comfortable using web applications including Gmail, Google Groups and Google Drive
- Be comfortable using Microsoft Excel, Microsoft Word and Dropbox
- Have a high standard of written English communication and the ability to answer emails with rapport and understanding, particularly with people from a non English speaking background
- Be available to meet the required time commitment, particularly in peak periods.

Desirable:
- Has participated or is willing to participate in the ILN peer-mentoring program.

How to apply

Send us an expression of interest (EOI) to contact@interlibnet.org. The EOI should include:

- A copy of your curriculum vitae (CV) or resume including details of any relevant professional experience or volunteering work.
- A statement (up to 300 words) on what you hope to bring to the position.
- If relevant: evidence of the ILN round you in which you have participated (please tell us when you participated and who your ILN partner was).

ILN Content Officer(s)

Background to the position

The International Librarians Network (ILN) is a facilitated program aimed at helping librarians develop international networks. We believe that innovation and inspiration can cross borders, and that spreading our networks beyond our home countries can make us better at what we do.

ILN is run by volunteers all around the world. ILN Directors set the strategic direction for the organisation, as well as manage external partnerships, match participants, support the partnerships, and manage the website. ILN Ambassadors promote the program and provide advice to the Directors as required about the library and information profession in their country. Program participants share their experiences, opinions and ideas to create an international network of librarians. While ILN enjoys the support of many esteemed professional and commercial bodies worldwide, it is run independently.

The ILN Content Officer will support the program by sourcing and writing material for the program discussion topics and blog content that showcases the library and information industry from around the world.

The nature of this role is that there will be a reasonably consistent time commitment across and between program rounds as we aim to consistently publish new content on our website.

Position outline

The ILN Content Officer is expected to:

- Source content for blog posts related to the program's discussion topics set by ILN Directors.
- Write blog posts to supplement the discussion topics, including scheduling posts for publication.
- Write blogs on a variety of topics that showcase the library and information industry around the world for publication outside of the scheduled program rounds.
- Set up guest posts received by the ILN including formatting and scheduling for publication.
- Liaise with the social media coordinators for promotion of content if required.
- Abide by the ILN's policies and code of conduct
- Other duties as negotiated

Average time demand: 2-4 hours per week.

Selection criteria

The interested person should:

- Be working or studying in the library/information management field
- Have an active interest in professional development
- Be comfortable using online blogging tools, ideally Wordpress.
- Have a high standard of written English communication and the ability to write clearly for an international audience including readers from a non-English speaking background.
- Be available to meet the required time commitment.

Desirable:
- Has participated or is willing to participate in the ILN peer-mentoring program.

How to apply

Send us an expression of interest (EOI) to contact@interlibnet.org. The EOI should include:

- A copy of your curriculum vitae (CV) or resume including details of any relevant professional experience or volunteering work.
- A statement (up to 300 words) on what you hope to bring to the position.
- If relevant: evidence of the ILN round you in which you have participated (please tell us when you participated and who your ILN partner was).

ILN Data Officer

Background to the position

The International Librarians Network (ILN) is a facilitated program aimed at helping librarians develop international networks. We believe that innovation and inspiration can cross borders, and that spreading our networks beyond our home countries can make us better at what we do.

ILN is run by volunteers all around the world. ILN Directors set the strategic direction for the organisation, as well as manage external partnerships, match participants, support the partnerships, and manage the website. ILN Ambassadors promote the program and provide advice to the Directors as required about the library and information profession in their country. Program participants share their experiences, opinions and ideas to create an international network of librarians. While ILN enjoys the support of many esteemed professional and commercial bodies worldwide, it is run independently.

The ILN Data Officer will support the program by managing the collection of data for incoming applications to the program as well as program evaluation, currently conducted twice per program round.

The nature of this role is that there will be peak times (6 per year) when it is very busy and then the rest of the time there is fairly minimal involvement. Each peak period will be approximately 2 weeks in duration.

Position outline

The ILN Data Officer is expected to:

- Process incoming application data to ensure it is in a suitable format for the matching process
- Prepare mid-program and end of program evaluation under direction from the ILN Directors
- Process evaluation data and produce a report for the ILN Directors
- Liaise with the ILN Directors on a regular basis
- Write a guest blog post about professional issues once per round (two times per year)
- Abide by the ILN's policies and code of conduct
- Other duties as negotiated

Average time demand:
- Off-peak periods: less than 1 hour per week
- Peak periods: up to 6 hours per week.

ILN Position Descriptions. Released under CC-BY 4.0

Selection criteria

The interested person should:

- Have an active interest in professional development
- Be comfortable using data collection and analysis related tools including Survey Monkey and Excel.
- Be available to meet the required time commitment, particularly in peak periods.

Desirable:
- Has participated or is willing to participate in the ILN peer-mentoring program.

How to apply

Send us an expression of interest (EOI) to contact@interlibnet.org. The EOI should include:

- A copy of your curriculum vitae (CV) or resume including details of any relevant professional experience or volunteering work.
- A statement (up to 300 words) on what you hope to bring to the position.
- If relevant: evidence of the ILN round you in which you have participated (please tell us when you participated and who your ILN partner was).

ILN Country Ambassador

Background

The International Librarians Network (ILN) is a facilitated program aimed at helping librarians develop international networks. We believe that innovation and inspiration can cross borders, and that spreading our networks beyond our home countries can make us better at what we do.

ILN is run by volunteers all around the world. The organisation directors and coordinators match participants, support the partnerships, and manage the website. ILN Ambassadors act to promote the program and provide advice to the directors as required about the library and information profession in their country. Program participants share their experiences, opinions and ideas to create an international network of librarians. While ILN enjoys the support of many esteemed professional and commercial bodies worldwide, it is run independently.

ILN Ambassadors provide marketing and promotion of the program around the world. We expect that Ambassadors will have a good understanding of the professional network in their country, and we ask them to use this network to recruit participants to the program. Ambassadors are also expected to contribute content to the website and online discussions.

Position outline

ILN Ambassadors are expected to:

- Promote the program and recruit program participants using the appropriate professional networks in their country
- Provide advice to the ILN directors about specific local issues as required
- Read and respond to communication from the ILN directors or other coordinators.
- Write 2 guest blog posts per year about professional issues in their country
- Contribute to monthly online discussions including commenting on the blog
- Regularly report back on your promotions and other activities.
- Other tasks as negotiated.

Average time demand: 1-3 hours per week.

Selection criteria

The interested person should:

- Have an active interest in professional development within the library sector
- Maintain an awareness of news, current events and emerging developments within the library sector
- Be familiar with the professional communication structure in their country
- Have strong interpersonal and communication skills so that they can support the development of partnerships within the program

- Be comfortable using new communication technologies as they develop, including social media.

How to apply

It is a requirement that all ILN Ambassadors must have been a participant in the program or be willing to participate in the next round. We have found that volunteers who have experienced the program have a much better understanding and personal connection when promoting it.

- Check whether we already have <u>an Ambassador for your country</u>. If we do and you are keen to help out, please contact us as there are some countries where we are happy to have more than one representative.
- Send us an expression of interest (EOI) to contact@interlibnet.org. The EOI should include:
    - A copy of your Curriculum Vitae (CV) or Resume including details of any relevant professional experience or volunteering work.
    - A statement (up to 300 words) on what you hope to bring to the position.
    - Evidence of the ILN round you in which you have participated (please tell us when you participated and who your ILN partner was).

Board of Directors

Positions include:

- President
- Vice President
- Treasurer
- Secretary
- Public Officer
  - Manages annual legal obligations

Collectively responsible for:

- Manages governance issues
- Sets organisational vision and strategy
- Manages organisational structure and staffing
- Represents the organisational publically
- Coordinates research projects
- Manages the writing of long-form publications

Reports to:

Membership

Direct reports:

Business Operations Director
Communications Director
Technical Operations Director

Business Operations Director

Responsible for:
- Administration
  - Arranges meetings and workshops
  - Ensures records are kept for meetings and workshops
  - Manages shared records
  - Manages archive
- Fundraising and partnerships
  - Manages the development and maintenance of a fundraising and partnerships strategy
  - Identifies and develops a strategy to target partnership and sponsorship opportunities
  - Manages all documentation relating to fundraising and partnerships, including contracts
- Finance
  - Oversees all financial and in-kind account record keeping
- Participants
  - Manages participant matching and rematching
  - Manages program timetables
  - Manages marketing timetable
- Evaluation
  - Manages participant evaluation
  - Measures program impact

Reports to:
Board of Directors

Direct reports:
Finance Manager
Data Officer

Communications Director

Responsible for:

- Marketing
  - Leads the marketing strategy
  - Identifies and negotiates marketing opportunities
  - Manages the writing of short-form publications, listings, etc.
  - Leads the social media strategy
  - Acts as point of contact for the Social Media Coordinator
- Ambassadors
  - Manages fortnightly reporting to Ambassadors
  - Manages ad-hoc communication to Ambassadors
  - Provides marketing support to Ambassadors
  - Acts as the point of contact for Ambassadors
  - Manages recruitment and onboarding of new Ambassadors
- Participants
  - Manages all communication to participants, including introductory, administrative and discussion topic emails and responses to all enquiries from participants
- Communications:
  - Manages incoming email, delegates as appropriate

Reports to:
Board of Directors

Direct reports:
Social Media Coordinator(s)
Ambassadors
Communications Coordinator

Technical Operations Director

Responsible for:

- Website
    - Manages website technology and infrastructure
    - Uploads new content
    - Monitors and reports on website stats
    - Creates and manages website forms
    - Manages website structure
    - Conducts reviews of website structure, oversees improvements
    - Coordinates the creation of new content
- Program:
    - Coordinates program discussion topics
- Ambassadors:
    - Uploads web content provided by Ambassadors
    - Manages content on website about Ambassadors
- Technology:
    - Coordinates investigation of new technologies as and when needed.

Reports to:
Board of Directors

Direct reports:
IT Consultant(s)
Content Officer(s)