

## Training Co-ordinator

**Role Purpose:** To create, deliver and manage an annual programme of library sector training and professional development. Deliver a minimum of 8 training events for LIEM each year.

**Key Responsibilities:** LIEM Training Co-ordinator is responsible for:

- Working with the training team to identify training and development needs and programme of topics
- Organising all events including sourcing and negotiating terms with speaker/facilitators, circulating event advertising and newsletters, administering bookings, sourcing and negotiating venues and catering, creating & following up payment invoices, circulating and evaluating evaluations of events, updating the LIEM website on upcoming training events
- Providing training reports to the Training Team, LIEM Board and AGM
- Arranging and convening meetings of the LIEM Training Team 2-3 times a year
- Attending training sessions as necessary to introduce LIEM and the trainers and ensure the training environment is effective
- Undertaking and analysing member surveys

### Time Commitment

- Maximum of 30 days p.a.

### Contract Sum

- Circa £8,000 pa

**How to Apply:** Applications be sent to: [peter.gaw@inspireculture.org.uk](mailto:peter.gaw@inspireculture.org.uk).

- A curriculum vitae
- A personal statement which demonstrates knowledge, experience and attributes for the role

### Dates :

Submission by Friday 1<sup>st</sup> October 2021 – 12 noon

Interview Tuesday 5<sup>th</sup> October 2021

Knowledge, Experience and Attributes	Essential/ Desirable
Evidence of use of online systems for training delivery	Essential
Evidence of recent work (last 3 years) in an L&D role, a library or related service area	Essential
Evidence of recent continuing professional development (CPD)	Essential
Use of online and blended platforms in delivery of training	Desirable
Evidence of delivering training to others	Desirable
Evidence of planning and delivering events	Desirable
Evidence of good communication skills	Essential
Evidence of excellent networking skills with providers and recipients	Essential
Evidence of ability to manage budgets	Desirable
Evidence knowledge of promotion of marketing tools	Essential
Evidence of ability to demonstrate impact	Desirable
Evidence of an understanding of cross-sector needs	Essential