

# **CILIPS Graduate Trainee**

**Timescale: 2 years from January or February 2023**

**Closing Date: 9<sup>th</sup> December 4pm**

**Interviews to take place mid-January**

**Full time salary: £21,000 per year**

## **Purpose and description of role:**

To support the CILIP Scotland (CILIPS) team to deliver the Annual Delivery Plan while undertaking an agreed training programme.

Travel may be required as part of this role, but it will primarily be based in the CILIPS office in Glasgow or working from home.

For an informal discussion about this role, please contact:

[sean.mcnamara@cilips.org.uk](mailto:sean.mcnamara@cilips.org.uk)

## **Responsibilities of role:**

### **Communications and website**

- Support the development of content for CILIPS social media channels.
- Add news posts or make updates to the CILIPS website.
- Answer member queries.
- Create content for member newsletter.

### **Membership retention, support and growth**

- Work with the CILIPS Membership Officer to support membership growth activities.
- Attend meetings with CILIPS members or partnership organisations.
- Provide administrative support for the CILIPS office including database and file management and financial administration e.g. event invoices.

## Advocacy and Campaigns

- Provide input and carry out activities that support advocacy for our members and the wider library sector.

## CPD and Events

- Support the delivery of professional development activities for CILIP members via event administration and planning.

## Training Programme

This role will be line managed by the CILIPS Membership Officer but will be supported by both Head of CILIPS and the Membership Officer. A training programme will be jointly planned with the Graduate Trainee and will include training such as:

- CILIP/CILIPS systems and processes
- Support for undertaking CILIP Chartership
- A shadowing or visit programme to improve wider sectoral knowledge.
- Any other training required by the role.

CILIPS will ensure a budget is in place to allow the trainee to attend relevant training.

This post will involve hybrid working but post-holder would be expected to work from the office in central Glasgow at least 2 days a week.

We would welcome applications for current students based on a part time working arrangement until September 2023. This would require a minimum of 2 days a week (1 in the office).

## How to Apply:

Please send a [candidate information form](#), a CV, covering letter outlining your suitability to the role to [admin@cilips.org.uk](mailto:admin@cilips.org.uk) by **9<sup>th</sup> December at 4pm**. Please put the subject line as 'Graduate Trainee Application'.

Nov 2022

Growth	This post will support recruitment by enabling CILIPS staff to spend more time on membership growth focussed activities.
Value for members	This post will enable retention and value-creation by increasing capacity for delivering member support, advocacy and events and training.
EDI	The role will support the CILIPS EDI commitment and wider CILIP commitments to this.
Performance & improvement	This role will carry out membership data-based tasks to ensure the CILIPS team meets its objectives.

## PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
Education, Qualifications & Training	<ul style="list-style-type: none"> <li>• Holds or is currently undertaking a First Degree or Postgraduate level qualification</li> </ul>	<ul style="list-style-type: none"> <li>• Holds or is currently undertaking a First Degree or Postgraduate level qualification on a CILIP accredited course</li> </ul>

<p>Knowledge and Experience</p>	<ul style="list-style-type: none"> <li>● IT skills and familiarity with commonly used packages</li> <li>● Knowledge of current issues and developments in the library and information sectors in Scotland</li> <li>● Excellent interpersonal skills</li> <li>● Energy and enthusiasm</li> </ul>	<ul style="list-style-type: none"> <li>● Experience of using Wordpress</li> <li>● Previous work experience in a library and/or information role</li> <li>● Demonstrable experience of using a wide range of social media tools</li> <li>● Experience of delivering events</li> <li>● Experience of project management</li> <li>● Knowledge of marketing practices</li> <li>● Knowledge and understanding of charity legislation</li> </ul>
<p>Skills and Attributes</p>	<ul style="list-style-type: none"> <li>● Relationship building skills</li> <li>● Excellent communication skills</li> <li>● Appreciation of the role of library and information services across the various sectors</li> <li>● Attention to detail</li> <li>● Can manage workload and prioritise tasks effectively</li> </ul>	<ul style="list-style-type: none"> <li>● Customer Service skills</li> <li>● Ability to carry out research and collate and analyse information</li> </ul>