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# SOUTH WESTERN REGIONAL LIBRARY SERVICES CIO (SWRLS)

# CO-ORDINATOR

## Main purpose

To work with the trustees on projects to develop strategic and operational relationships with libraries, information services, cultural organisations and other relevant knowledge management organisations in the South West, in order to deliver SWRLS’ strategic priorities, for the public benefit, with advice and guidance from the trustees.

This is to help promote and develop the **unique cross sector** character of the organisation and to ensure that the members maximise their learning from one another, e.g. on issues relating to their workforce, collections, new practices, resourcing and finance.

## Objectives

To develop new, and enhance existing, cross sector partnerships to improve and extend services and collections to the respective communities they serve.

To identify, develop and promote opportunities for cross sector workforce development that build skills to help strengthen organisations’ respective learning, information and cultural offer.

To engage in an approach to collaborative practice that fosters cross sector networking between the member institutions to aid mutual understanding and support.

To advise on the provision of sustainable inter lending and document supply within the South West that is cost effective and sustainable.

To lead initiatives to promote collaborative and inclusive projects in order to improve services, access and awareness of collections, and to attract further funding.

To develop, implement and review policies in support of SWRLS activities.

## Projects/tasks

To develop further the approach to web-based, social media and other communication activities that will engage SWRLS members and attract non-members to the benefits of membership.

To co-ordinate SWRLS communication mechanisms/branding in order to ensure a consistent and positive message is disseminated about the benefits of SWRLS membership and activities.

To identify opportunities to grow membership and funding through contributing to (and writing) bids, as appropriate.

To manage projects, particularly in relation to collaboration across sectors and accessing collections, e.g. Catalogue Portal and “Hidden Collections”.

To plan training and development events, working in collaboration with other local or national bodies, as appropriate, to complement that provided by CILIP, individual organisations and other regional groups.

To administer the Grant and SWRLS Awards Schemes ensuring fair and open selection practices.

To organise the annual members’ day and the AGM/conference, and to attend regional meetings of library groups, as appropriate, to represent SWRLS.

To lead on the production/content of the SWRLS annual report.