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# SOUTH WESTERN REGIONAL LIBRARY SERVICES CIO (SWRLS)

# CO-ORDINATOR

## Key competences

**Strategy and policy**

Work flexibly with the trustees in their development and implementation of a strong and credible strategic plan with ambitious, achievable targets and associated policies, action plan and risk assessment.

**Planning and organising**

Plan specified projects effectively to ensure best use of time and to balance urgent/important tasks appropriate to the SWRLS context.

**Project development and management**

Seek out and bid for project funding and manage projects to achieve outcomes that impact positively on SWRLS’ member organisations and their users.

**Partnership working and development**

Contribute to the identification, development and promotion of new and exciting partnerships that will improve SWRLS’ offer.

**Delivering a quality service**

Commit to the delivery and enhancement of the services provided by SWRLS, making effective use of data collection, analysis and impact mechanisms.

**Continuous improvement, innovation and change**

Innovate and adapt to changing circumstances, e.g. in helping the SWRLS offer to stay relevant and attractive to current and prospective members.

**Advocacy and influence**

Promote the SWRLS vision/mission creatively in order to motivate members to engage in SWRLS activities and to advocate for new ideas, services and projects that will strengthen the consortium.

**Communication**

Communicate clearly and creatively using different mechanisms for a range of audience types and a variety of purposes.

**Self-development and self-motivation**

Maintain motivation whilst working alone, recognising and seeking to address own development needs.

### Knowledge and experience

Essential

* Has worked in a library, information or cultural services environment or in partnerships/networks providing public or not for profit services
* Has worked on and/or managed a range of projects
* Has knowledge of regulations likely to affect the projects being undertaken, e.g. copyright, data protection, freedom of information, accessibility, equality, diversity and inclusivity
* Confident in the use of written, verbal, web and social media mechanisms, e.g. in meetings, at events and to promote activities/projects

Desirable

* Has worked in the charities sector, e.g. as a trustee

### Skills and attributes

Essential

* Excellent communication and networking skills
* Effective organisational, prioritisation and time management skills
* Good evidence-based decision-making skills
* Competent IT skills with aptitude to learn new systems
* Enjoys working with a range of stakeholders, e.g. trustees, members, training/service providers, charities, etc.
* Self-motivated
* Approachable
* Able to work with minimal supervision, use own initiative and be proactive
* Willing to engage in continuing professional development
* Prepared to work flexibly

Desirable

* Fundraising / bid writing skills
* Project management skills
* Skills in marketing / promotion
* Skills in using web technologies

### Qualifications/professional membership

Essential

* Educated to degree level, or equivalent

Desirable

* Library/archives qualification
* Professional registration with CILIP, e.g. Fellowship/Chartered/Certified
* Management qualification, e.g. ILM
* Project management qualification
* Member of CILIP

### Special conditions

* Useful to understand the geographical and communication issues characterising the South West region
* Able to travel easily round the region to attend meetings, events and training
* Able to work from home, attending meetings online
* Self employed