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# JOB DESCRIPTION

### ROLE: Digital Training Manager

### SALARY: Up to £35,000 per annum (35hrs a week)

### POST: Fixed Term – 18 Months

### REPORTS to: Head of Programme

The Digital Training Project Manager post will be based in Glasgow however there will be a requirement to travel across Scotland on occasion.

**SECONDMENTS will be considered.**

## erview

The Scottish Library and Information Council (SLIC) is the independent advisory body to the Scottish Government on library and information services. SLIC offers leadership focus and support to the Scottish library and information sector, coordinating and promoting national service developments to benefit Scotland's people and enrich our cultural, educational and economic landscape.

## Purpose of the job

The Scottish Library and Information Council have received funding from the Scottish Government to develop a national digital training project which will update the current workforce development tool and ensure frontline library staff have the training to deliver digital skills development programmes to local communities and public libraries continue to provide access to emerging technologies.

The purpose of this role is to work with public library services, the digital champions network and key stakeholders to develop a national training needs assessment; to focus content creation; to increase capacity through hosting arrangements in order to meet the needs of a fully functioning national training solution and to develop content to cover emerging technology trends facing library staff.

## Job scope and context

The Scottish Library and Information Council carries out work on behalf of its members who include all local authority, higher education, further education organisations, NHS Trust library services, as well as other specialist library and information organisations.

The Project Manager will work closely with public library services to support the successful delivery of this project’s objectives. The project is in line with the vision of *Achieving Scotland’s Full Potential in a Digital World: A Digital Strategy for Scotland* and would enable libraries to play a central role in supporting a national movement to promote digital skills.

## Key tasks and responsibilities

Specific duties will include:

* Developing and delivering a project plan with milestones.
* Undertaking desk top research and information gathering relating to current Training in New Technologies model, emerging technologies and digital services provision across public libraries in Scotland.
* Establishing strong links with best practice.
* Establishing a baseline of existing activity and mapping a path to the desired programme.
* Creating digital training content and developing the host platform accordingly to ensure the model is sustainable.
* Delivering digital skills training to public library staff across Scotland.
* Managing project budget.
* Developing and maintain effective communication channels with key stakeholder groups and the Digital Champions steering group.
* Supporting the planning and delivery of meetings and events associated with digital skills training.
* Providing progress reports and regular updates on project work.
* Representing SLIC and the project at external events.
* Any other duties as required to support the overall work of the project.

**Skills, Knowledge and Experience**

Candidates will be expected to demonstrate the following:

### Skills

* Educated to Degree level or equivalent.
* Hold a qualification or relevant experience in Digital Training.
* Excellent communication skills and experience of working with different stakeholders.
* Excellent organisational and administrative skills.
* Excellent IT and information skills and competencies.
* Energy and enthusiasm.
* Excellent time management and ability to work under pressure.
* Strong interpersonal skills and experience of working in a small team.
* Ability to work on your own initiative.
* Ability to travel where required.

### Knowledge and Experience

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| Educated to degree level or equivalent | Essential |
| Qualification in Digital Training or equivalent | Essential |
| Knowledge of Moodle or other equivalent learning management platforms | Desirable |
| Excellent IT skills | Essential |
| Experience of training and developing staff | Essential |
| Knowledge of current issues and developments in the library and information sectors in Scotland and beyond | Desirable |
| Ability to communicate effectively | Essential |
| Ability to prioritise work streams | Essential |
| Ability to work effectively under pressure. | Essential |
| Ability to work as part of a team and under own initiative | Essential |
| Strong analytical & data handling skills | Essential |
| Ability to travel | Essential |