



JOB DESCRIPTION

ROLE: Digital Training Development Manager

SALARY: Up to £35,000 per annum

POST: Fixed Term – 12 Months

REPORTS to: Head of Programme

The SLiC offices are based in Glasgow and where some remote working may be possible it is expected that the postholder will be able to attend regular meetings at the Glasgow office if not based there.

SECONDMENTS will be considered.

Overview

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

SLiC 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 whilst continuing to support 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 curate and create digital content in line with the identified priorities; to brief platform developers on design, functionality and sustainability of the platform and to design and deliver training to frontline library staff on using the platform effectively.

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 and negotiating permissions to replicate on the national platform
- Establishing a baseline of existing activity and mapping a path to the desired programme
- Creating digital training content and working with a developer on the host platform to ensure the model is sustainable
- Collecting and responding to Stakeholder feedback and incorporating appropriate adjustments
- Managing project budget
- Developing and maintaining 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:

Essential Skills

- Excellent communication skills and experience of working with different stakeholders.
- Excellent organisational and administrative skills.
- Excellent IT and information skills
- Strong Analytical and data handling skills
- 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

Knowledge and Experience

Educated to degree level or equivalent	Essential
Qualification in Digital Training or equivalent	Essential
Knowledge of Moodle or other equivalent learning management platforms	Desirable
Experience of training and developing staff	Essential
Knowledge of current issues and developments in the library and information sectors in Scotland and beyond	Essential
Experience of delivering complex projects	Essential
Experience of prioritising work streams	Essential
Ability to travel when required	Essential