

Title of Position	Library and Information Service Co-ordinator
Location	Learning and Development Service, National Office, Dublin 8.
Employment Type	Part time (30 hrs) and Permanent 4 days per week preferred however there is flexibility on how the hours may be worked.
Salary	€31,475 - €45,234
Contact Person	Abba Kalu on 01 4530355
To apply, email application to	recruitment@barnardos.ie
Closing Date	12 noon Thursday 17 th May 2018.

Experience Required	Qualifications Required
A minimum of 3 years post qualification experience and demonstrated management capacity essential. Experience in a management or leadership role is highly desirable.	Primary degree in Librarianship or Information Science or an equivalent qualification that is recognised by the Library Association of Ireland.

Application Procedure
Applicants should complete the Application Form and email it to the contact person listed above before the closing date.
Shortlisting will apply
Candidates who are moved to the 2 nd stage of our Recruitment process are required to complete a medical questionnaire. References will be taken up at this stage.
Note to Applicants
Persons who have availed of the 2010 Voluntary Early Retirement, 2010 Voluntary Redundancy or the previous Incentivised Scheme for Early Retirement from the Department of Health are not eligible for employment in a body wholly or mainly funded from public moneys. Where Voluntary Redundancy was availed of this prohibition will last for a period of 7 years. These prohibitions also apply in relation to a Contract for Service with Barnardos. Applicants should confirm what terms are applicable to them in their own circumstances

Information Note for this Position

Name of the Department: Learning and Development Service (LDS)

Name of Team: Library & Information Service

Reporting to: Assistant Director, LDS

Address/ Location: National Office, Christchurch Square, Dublin 8

Contact Details: 01 4530355

What is Barnardos?

Barnardos supports children whose well-being is under threat, by working with them, their families and communities and by campaigning for the rights of children. Barnardos was established in Ireland in 1962 and is Ireland's leading Children's charity.

What does the Library and Information Service in the Learning and Development Service do?

The Library and Information Service is responsible for supporting the information and resource needs of anyone with an interest in children's well-being.

The library service provides its members, both internal and external to Barnardos, with the latest research and practice resources on children and their families. Members of the library include policy makers, practitioners and students.

The information service component of the service responds to telephone, email and drop-in enquiries from professionals, students and the general public on issues to do with children and their families such as children's well-being, child welfare and child protection.

What will the Library and Information Service Co-ordinator do?

The role of the Co-ordinator is to ensure the co-ordination, delivery and development of Barnardos Library and Information Service.

Key responsibilities will include the line management of the Library, Information and Advice Officer and management of the day-to-day delivery of the service.

In addition, the Co-ordinator will be responsible for the implementation of the development strategy for the service including the systems management, acquisitions and collection development, licence and online subscriptions management, co-ordination of services under relevant funding streams, service metrics and reporting, information literacy and skills training and resources, marketing and promotion of the service, current awareness services and increasing and diversifying membership.

Where can I find out more?

www.barnardos.ie/library

All documentation received by Barnardos in relation to job applications will be processed in accordance with the Data Protection Acts, 1988 and 2003. The information will only be used by Barnardos in the processing of job applications and for ongoing administrative purposes with job candidates. To make a request under the Data Protection Acts, please submit a request in writing to: Data Protection Executive, Barnardos National Office, Christchurch Square, Dublin 8 or email dataprotection@barnardos.ie

Library and Information Service Co-ordinator

Job Description

Post:	Library and Information Service Co-ordinator
Location:	Learning and Development Service (LDS)
Responsible to:	Assistant Director, LDS
Works with:	LDS staff and managers; other Barnardos managers, service users, staff; parents, staff and managers from other organisations and agencies.

Job Purpose

To ensure the co-ordination, delivery and development of Barnardos services within a defined area of responsibility. Ensuring consistency with the aims and objectives of Barnardos and contributing to the development of the service and the organisation.

Main Responsibilities

Leadership/ Management Requirements:

- To lead on business planning and project management for Barnardos' Library and Information Service.
- To market and promote the services of the wider Learning and Development Service research, training, publications and other relevant services, such as hosting live workshops and events, and attendance at external conferences and events.
- To maintain ongoing awareness of developments in the library and information services sector and implement new initiatives to ensure Barnardos' Library and Information Service remains in line with best practice in the area.
- To ensure that all Library and Information Service users receive high quality customer care.
- To ensure the library is adequately staffed and resourced at all times.
- To contribute to the development of business plans for the LDS by identifying the information needs of staff and other stakeholders, identifying opportunities and developing new ways of delivering effective library and information services.
- To ensure that relevant metrics are gathered using Barnardos' Customer Relationship Management (CRM) database, the Library Management System and online subscription services in order to record and analyse the Library and Information Service, and publications activities for the purposes of collating statistics and reports.
- To contribute to implementation plans and reports (statistical and narrative) to relevant stakeholders.
- To ensure that Barnardos policies and procedures are fully implemented within the area of responsibility of the post.

- To ensure all staff, students and volunteers receive regular and professional supervision, and that appraisal and training needs are identified and addressed to ensure learning is promoted within your area of responsibility.
- To propose a budget for the service, participate in budget planning and manage an approved budget for the service in line with Barnardos financial procedures.
- To contribute to the development, quality assurance and delivery of Barnardos' accredited training programmes.
- To identify funding opportunities and prepare proposals in consultation with the Assistant Director as appropriate.
- To participate in cross-departmental work as required and support the Barnardos' objectives as a whole.
- To ensure effective communication within your area of responsibility.

Library and Information Service, Specific Requirements:

- To oversee the management and maintenance of Library and Information Service systems and to periodically review and assess alternative systems and practices across the library and information sector.
- To manage the provision of remote access to online library resources and authentication of remote users.
- To manage the library's collection development (i.e. library subscriptions, new resource acquisitions and cataloguing).
- To carry out desk-based research and literature reviews, and statistical and subject-based information searches, using the library collection, external and online resources.
- To develop, deliver and promote information literacy and academic/research support resources, presentations and workshops for the provision of supports to learners of accredited training programmes and other Library & Information Service users.
- To contribute to written expert briefings, factsheets, and research reviews, for a range of audiences.
- To prepare and oversee the provision of a current awareness service in the form of email alerts, bulletins and eNewsletters.
- To prepare and contribute to the maintenance of material for social media, in order to share knowledge and connect with stakeholders.
- To oversee the cataloguing of relevant grey literature and unpublished research by assessing the appropriateness for inclusion in the library catalogue.
- To oversee and contribute to the delivery of the information service (e.g. phone, email and on-site visitors), and then implement developments, as appropriate.
- To offer consultancy and training to other professional organisations interested in learning more about establishing and delivering a library and information service.

Requirements of all Barnardos staff

- Commitment to the purpose of Barnardos and to work within the values, policies and procedures of the organisation and in the context of current legislation and regulations.
- To participate in regular supervision with your line manager.
- To actively participate in team and staff meetings and service reviews/ evaluations and to contribute to the development of policy and practice with your area of work and within Barnardos as a whole.
- To report any area of concern to your line manager in a timely manner.
- To show reasonable flexibility in relation to hours of attendance to meet the needs of the work. Work during unsocial hours may be required.

- Have a flexible approach to the work in response to organisational change, development and review of best practice.
- Participate in and engage with a performance management programme.
- Identify training needs with your line manager and participate in training opportunities appropriate to the role.
- To be vigilant to any Health, Safety and Welfare risks in the workplace and bring any concerns to the attention of your line manager or local Health & Safety Officer.
- To be vigilant for signs of physical, sexual and emotional abuse, neglect and any concerns regarding the welfare of children. To record concerns promptly and accurately. To consult with the Designated Person and take appropriate action in accordance with Barnardos Child Protection policies.
- To participate in the efficient flow of information within the organisation by sharing and seeking information as appropriate.
- To undertake other duties as may be requested by the line manager from time to time.
- To undertake your work in a manner that is friendly, flexible and informal.

Note: This Job Description will be reviewed and updated in line with the needs of the work.

Library and Information Service Co-ordinator

Person Specification

Personal attributes

- Excellent communication and interpersonal skills.
- Ability to manage in a dynamic and busy environment.
- Ability to work independently, as part of a team and in collaboration with a wide variety of individuals.
- Ability to prioritise competing demands, manage projects and deliver on outcomes.
- Flexibility and adaptability in terms of tasks and time is essential for this post.
- Excellent organisational and leadership skills.
- Energetic, enthusiastic and adaptable approach to a variety of tasks and projects.
- Ability to manage the staff team in a constructive way, ensuring that a high level of service provision is delivered.
- Ability to write clear reports as required as well as ability to summarise and present complex information clearly, accurately and concisely for a range of audiences for internal and external publication.
- Demonstrate an understanding of the Management role.
- Ability to manage relationships internally and work effectively in partnership with external stakeholders relevant to your service.
- Go to person with can do approach.
- Marketing, strategic vision and creative thinking.
- Keeps abreast of policy initiatives.

Knowledge:

- Knowledge, understanding and enthusiasm for reading, learning and information literacy.
- Understanding of and ability to facilitate practitioners learning and information needs.
- Awareness of national and international trends in library and information environment.
- Proven ability to use Microsoft Office applications, management information systems and/or bibliographic databases.
- E-capable and e-confident with an understanding of web-technologies and proficient in internet searching.

Experience

A minimum of 3 years post qualification experience and demonstrated management capacity essential. Experience in a management or leadership role is highly desirable.

Qualifications

Primary degree in Librarianship or Information Science or an equivalent qualification that is recognised by the Library Association of Ireland.

- The postholder is initially assigned to work in the National Office, Dublin 8 but may be required in the future to work in other locations in the Dublin area in line with organisational needs.