



## Global Learning Centre

*Educating for a just, peaceful and sustainable world*

**Our Mission:** The Global Learning Centre aims to promote understanding of people's shared responsibilities for developing more peaceful, just and ecologically sustainable communities in our world. Global Education promotes long-term solutions to social and environmental problems. Solutions that reduce poverty, connect social and environmental issues locally and globally, affirm and celebrate cultural diversity, and involve everyone.

### Volunteer Position Information

<b>Position Title</b>	Communications Officer
<b>Position Reports To</b>	The Coordinator
<b>Position Purpose</b>	This position exists to: Maintain effective communications with the registered members of the GLC Library.
<b>Expected Time Commitment</b>	2+ hours per week. Flexible hours depending on demand
<b>Review date</b>	To be reviewed six-monthly

### Key Objectives of the Position

The position is accountable for the following:

Expected End Results	How
1. Increased awareness of the Mission, values, services and resources of the Global Learning Centre.	This involves but is not limited to: Assisting with the production of monthly e-newsletter to members. Contacting contributors for e-newsletter Assisting with the maintenance of the GLC website Maintaining databases of contact details Assistance with Mail-outs
2. Provide assistance to users of the Library.	When required, by providing advice and follow through on requests for information and resources by users of the Library. This may involve liaising with other library volunteers. By committing to keeping abreast of the issues and developments relating to the operation of the library database and the Global Learning Centre.
3. Input into the development & review of policies and procedures as required.	By providing advice to the Coordinator in the development & review of policies and procedures as required.
4. Liaise with the GLC Coordinator	By liaising with the GLC Coordinator to ensure a consistent approach to communications with members. By keeping the Global Learning Centre Coordinator regularly informed of progress and seeking assistance with any arising issues/questions.
5. Adhere to the Global Learning Centre Mission	By demonstrating an understanding of and commitment to Global Learning Centre's Mission as outlined above.

## Volunteer Position Description

### Person Specification

<b>GLC Mission &amp; Values</b>	Demonstrated commitment to the Global Learning Centre Mission & values and capacity to engage with the broader community in fulfilling this mission.
<b>Knowledge</b>	Has knowledge of MS Office suite and Dreamweaver software. Is willing to undertake training, including induction and Vision 6 database training, and has a thorough understanding of the operations and agenda of the Global Learning Centre. Has some understanding of global issues as relevant to the needs of the Global Learning Centre and is committed to keeping knowledge up-to-date.
<b>Reliability</b>	Punctual and reliable. If unable to fulfill commitments, informs the Coordinator with as much notice as possible.
<b>Presentation</b>	Conducts and presents themselves in a professional manner at all times whilst representing Global Learning Centre in the public.
<b>Interpersonal Skills</b>	Has the ability to interact with the public, teachers and GLC staff and volunteers and actively engage them in a positive and informative manner. Has demonstrated effective leadership and team work skills.

### General information about the position

<input type="checkbox"/> Required to work alone/independently	<input type="checkbox"/> Police / security check required
<input type="checkbox"/> Required to work as part of a team	<input checked="" type="checkbox"/> Wheelchair access provided
<input type="checkbox"/> Medical check required	<input type="checkbox"/> Driver's licence required
<input checked="" type="checkbox"/> Public transport available	<input type="checkbox"/> Child suitability card required

**Prepared by: Hilary Macleod**

**Date: 4/09/2007**