



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

Position Title	Marketing and Promotions Officer
Position Reports To	The Coordinator
Position Purpose	This position exists to: Increase awareness of the GLC and what we offer to schools and the community Ensure teachers are up-to-date with what the GLC is offering and how they can access our services & resources Increase the scope and influence of the GLC and our reputation as an organisation that provides an essential service in the community Increase the sales of our resources and bookings for professional development
Expected Time Commitment	1+ hours per week. Flexible hours depending on demand
Review date	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.	The aim of this role is to assist the GLC in its mandate to increase accessibility to our products and services through going to where people are, rather than expecting them to come to us. The GLC is aiming to be more user-friendly and accessible to ensure our members are satisfied. This could be achieved through confidently promoting the GLC in the school sector and the general public through methods including, but not limited to: Representing the GLC in a face-to-face capacity at school staff meetings and other opportunities Presenting a 5 minute promo of the GLC at school staff meetings to raise awareness of what the GLC has to offer and how they can access the GLC. Promoting the work of the GLC in the community when appropriate opportunities arise, in conjunction with the Community Development Officer and under the direction of the coordinator.
2. Increased requests for professional development and sales of resources from the Global Learning Centre.	By developing promotional print and online material to advertise the services and resources of the GLC.
3. Provide specialist advice 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.

Volunteer Position Description

4. 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.
5. Liaise with the GLC Coordinator	By liaising with the GLC Coordinator to ensure a consistent approach to promotion and marketing. By keeping the Global Learning Centre Coordinator regularly informed of progress and seeking assistance with any arising issues/questions.
6. Adhere to the Global Learning Centre Mission	By demonstrating an understanding of and commitment to Global Learning Centre's Mission as outlined above.

Person Specification

GLC Mission & Values	Demonstrated commitment to the Global Learning Centre Mission & values and capacity to engage with the broader community in fulfilling this mission.
Knowledge	Preferably has a teaching or public speaking background and the capacity to work with school processes in relations to the aims of the GLC. Is willing to undertake training, including induction and library 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.
Reliability	Punctual and reliable. If unable to fulfill commitments, informs the Coordinator with as much notice as possible.
Presentation	Conducts and presents themselves in a professional manner at all times whilst representing Global Learning Centre in the public.
Interpersonal Skills	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