



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	Resource Development Officer
Position Reports To	The Coordinator
Position Purpose	This position exists to: Research and develop new resources, and maintain existing ones, to ensure that the resources offered by the GLC are relevant to the needs of schools and borrowers. This includes, but is not limited to, the development of specialised resources and kits, and research into appropriate books, videos & DVDs for purchase.
Expected Time Commitment	2+ 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. The GLC is able to meet the demand for resources in a timely and efficient manner.	The aim of this role is to assist the GLC to provide accurate and relevant resources to our existing and potential members. The GLC aims to make available to members up-to-date resources to ensure satisfaction and increased use of our centre. This could be achieved through methods including, but not limited to: Researching and developing new kits and resources that reflect the needs in the community and relate to current issues. Researching new books/resources that are coming out to ensure we purchase copies for loan / resale as soon as they are released.
2. Increased requests for the services of the GEC in response to improved access to appropriate resources.	By developing and reviewing new resources to ensure that we maintain an effective service and, in turn, increase demand for the GEC's services.
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.
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 resource purchase and development. 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.

Volunteer Position Description

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	<p>Preferably has a teaching background and the capacity to source appropriate resources.</p> <p>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.</p>
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 checked="" 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 checked="" type="checkbox"/> Child suitability card required

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Date: 4/09/2007