



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	Temporary Librarian / Library Technician
Position Reports To	The Coordinator
Position Purpose	This position exists to: Oversee the establishment of an online catalogue system for the existing GLC library resources collection.
Expected Time Commitment	Required on a temporary basis – days and hours negotiable.
Review date	To be reviewed monthly

Key Objectives of the Position

The position is accountable for the following:

Expected End Results	How
1. Review and cull existing GLC Library resource collection	By developing or obtaining a set of principles to review and cull the GLC's existing resources in line with the GLC Mission and values.
2. Develop online catalogue system for the existing GLC Library collection	By using the Schools Catalogue Information System (SCIS) to upload cataloguing records for the GLC's existing Library resource collection. By using the Bookmark Automated Resources Management System to organise an online catalogue system.
3. Oversee the preparation and online entry of GLC's existing resource collection.	By taking responsibility for ensuring that Library assistants understand the process and principles of the online catalogue process including: Basic training in use of Bookmark and data entry of resources Processing, maintenance and shelving of library resources
4. Liaise with the GLC Coordinator	By providing specialist advice to the Coordinator in the development and review of Library Policies and Procedures as required. 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 and values as outlined above.

Position Description

Person Specification

GLC Mission & Values	Demonstrated commitment to the Global Learning Centre's mission & values and capacity to engage with the broader community in fulfilling this mission.
Library Management Skills	Has demonstrated capacity to organize and manage the establishment of the online Library system on behalf of the Global Learning Centre.
Knowledge	Has experience in the use of SCIS and Bookmark or a similar software package and has an 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.
Reliability	Is 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 the Global Learning Centre.
Interpersonal Skills	Has the ability to interact with staff, other volunteers and the Management Committee of the Global Learning Centre. 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 checked="" 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

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