

ROLE DESCRIPTION

Job title	Training and Partnerships Officer
Team/group	Sector Development
Summary role description	This role will support the planning, and delivery of a sector-leading training and CPD offer for CILIP
Report to	Director, Sector Development
Normal place of work	CILIP Offices NW1 / Hybrid
Contracted Hours	28 hours per week
Salary	£22,400 (pro rata to FTE £28,000)

We expect everyone to meet the core CILIP team values:

A positive, can-do attitude	Curious and enthusiastic about new technology
An organised approach	A creative problem-solver
The ability to work well under own initiative and as part of a larger team	A commitment to the culture and process for individual and team development
Flexibility and the willingness to get involved in a range of activities	A commitment to our mission and purpose, and to delivering excellence for our members
Proactive in monitoring performance and sharing knowledge	A commitment to our values: social justice, intellectual freedom and evidence-based practice

What is this role accountable for delivering?

- To work with the Director of Sector Development and the CILIP Learn Development Manager to deliver a market-leading training offer for CILIP within CILIP Learn. To deliver and evaluate a portfolio of training events, building effective relationships with training providers.
- To support successful contract and stakeholder management related to the training partnerships and training contracts.
- To develop and maintain systems and processes which ensure that the development of the CILIP Learn offer is based on data, evidence and market intelligence.
- To ensure that income and performance targets for contracted and partnership training in CILIP's Business Plan are monitored and reported on.
- To contribute to cross-promotional activities to ensure that wider income and performance targets for related products and services are met.
- To support the development of training and learning content from CILIP's research and development activities and projects

Person specification:	E/D
Work Experience	
Experience in libraries, information or knowledge management or professional knowledge of libraries, information or knowledge management gained in another sector	D
Experience of leading or overseeing training delivery, this could include event programming experience, online courses, or webinar programming	E
Experience of the implementation of quality assurance processes and systems understanding the purpose of QA and need for high quality training	D
Experience of a role supporting commercial or target-oriented business processes in a timely, accurate and reliable manner	D
Knowledge of vocational skills, qualifications and training	D
Experience of managing successful relationships with stakeholders	E
Experience of sourcing trainers or Subject Matter Experts (SMEs)	D
Skills/Abilities	
Ability to set and achieve performance targets	E
Strong customer and relationship management skills (trainers, employers, trainees)	E
Strong financial literacy and management reporting skills	E
Ability to use business intelligence to develop the training and CPD offer	D
Personal details	
Highly motivated self-starter with a focus on outcomes	E
Committed to supporting inclusive professional development	E
Personal commitment to promotion Equality, Diversity and Inclusion	E
Education/Qualifications	
No specific academic or educational requirements	
Other Circumstances	
The ability to work according to the CILIP Hybrid Working Policy	E

Success criteria:

The success of this role will be assessed through:

Growth	Achievement of sales and performance targets for training. Using business intelligence to support the wider growth of CILIP products and services
Value for members	Delivering a strong, current and relevant training offer which explicitly adds value for members.
EDI	Ensuring that all training provision, whether direct or 3 rd party, meets CILIP's commitment to equality, diversity, representation and inclusion.
Performance & improvement	Working collaboratively across teams to ensure that Training is embedded across all areas of activity. Ensuring that monitoring and reporting against Training activities is completed in a timely manner.

Line Management Responsibilities:

This role has no line-management responsibility. The role will need to liaise with external contractors and/or manage commissioned projects.