

Edgehill Theological College

JOB DESCRIPTION

Edgehill Theological College is a Christian college and is part of the Methodist Church in Ireland (MCI)

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| Post | Learning Resources Officer |
| Responsible to | Principal, Edgehill Theological College |
| Terms | Part-time, 18 hours per week Permanent (with 6 months probationary period) Salary range: £24,799 - £26,317 (pro-rata) |
| Location | Edgehill House, 9 Lennoxvale, Belfast, BT9 5BY |

Main purpose

The role involves the development of a high-quality Resources Centre which supports the Learning and Development programmes of the Methodist Church in Ireland and enables users to gain maximum benefit from the resources.

Duties and responsibilities

This is a varied and multi-faceted role. The key duties and responsibilities are:

1. The development of a modern Learning Resources Centre (LRC)

- To ensure the LRC fully supports the strategic aims of the Learning and Development programmes;
- To develop further the range of on-line resources available to users;
- To promote and facilitate e-learning and the use of digital technology by users;
- To keep up to date with new publications and resources and make recommendations to relevant staff;
- To oversee the selection (in consultation with the Principal) and acquisition of new resources;

- To collaborate with the Principal in the development of service standards and the use of appropriate and timely feedback mechanisms;
- To assist with researching information and material for courses and staff;
- To assist with the preparation of resources for courses;
- To communicate with agents, publishers and other suppliers on matters related to the acquisitions of materials to ensure high quality resources;
- To liaise and work co-operatively with relevant colleagues from partner and similar institutions.

2. The effective running of the Learning Resources Centre (LRC)

- To manage all resources, including maintaining an up-to-date electronic catalogue of resources and carrying out routine library tasks;
- To administer the Heritage Library Management System and other software systems effectively;
- To upload learning resources to online educational platforms;
- To ensure a suitable learning environment in the LRC at all times;
- To act as first point of contact for users and deal with general enquiries;
- To provide induction, training and study skills sessions for users, and to advise and assist them on how to optimise their use of the resources;
- To publicise the resources and opportunities available to users through setting up displays, organising events, producing promotional materials and posting information online;
- To ensure copyright laws are observed and that appropriate licences are in place;
- To ensure the LRC's budget provides best value for money and that all transactions undertaken comply with College and MCI requirements;
- To at all times liaise with MCI Office 365 personnel.

3. Other Duties

- To participate in personal / professional development activities relevant to the post, as agreed with the Principal;
- To comply with all Health and Safety regulations;
- To work as a member of the Administration Team across connexional offices and contribute to its overall effectiveness.

The responsibilities outlined above are not exhaustive and from time to time the post holder may be required to undertake other duties of a similar nature.

On occasion the post holder may be required to work irregular hours. Hours worked in excess of the normal paid hours entitle the post holder to time off in lieu by arrangement.

The post holder must adhere to all Methodist Church in Ireland Policies and Procedures as set out in the MCI (NI) Employee Handbook.

The successful candidate should be willing to work with respect for the aims and ethos of the Methodist Church in Ireland.

| | Essential Criteria | Desirable Criteria |
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| Education and Qualifications | <ul style="list-style-type: none"> • University degree or equivalent | <ul style="list-style-type: none"> • Professional qualification related to the post |
| Experience | <ul style="list-style-type: none"> • Minimum of two years' experience of working in a library, information service or resources centre • Experience of using a library management software and digital technology in the work context • Experience of library systems and housekeeping functions such as acquisitions, cataloguing, classification and circulation • Experience of researching information and the development of resources • Experience of accurate data entry • Experience of successfully developing new procedures and protocols | <ul style="list-style-type: none"> • Experience of working with on-line learning platforms • Experience of working in administration for a minimum of three years, preferably in an educational establishment |
| Skills and abilities | <ul style="list-style-type: none"> • Awareness of current developments in library/resource centre management • High level IT competency, including use of Microsoft Office applications • Excellent information retrieval skills • Excellent organisational and administrative skills, and the ability to multi-task • Excellent communication skills (both written and verbal) within a variety of contexts • Excellent interpersonal skills, including being approachable and helpful | <ul style="list-style-type: none"> • Evidence of skill in the administering of online educational platforms, such as Moodle |

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| | <ul style="list-style-type: none"> • Ability to be proactive and to use initiative appropriately | |
| Personal attributes | <ul style="list-style-type: none"> • Reliable and able to follow tasks through to completion • Willingness to work some irregular hours on occasion • Professional in interaction with colleagues and others • Willingness to work with respect for the aims and ethos of the Methodist Church in Ireland | |

The appointing panel reserves the right to enhance the criteria to produce a manageable shortlist of candidates for interview.

APPLICATION AND APPOINTMENT PROCESS

Application forms can be obtained by emailing office@edgehillcollege.org.

Evidence of relevant academic and professional qualifications, as well as an Access NI check will be required from the successful applicant before the contract is signed.

Applications forms should be emailed to office@edgehillcollege.org marked for the attention of the Principal.

Closing date: Thursday 29th August 2019 at 12 noon

Provisional date for interviews: Tuesday 10th September 2019

Useful websites: www.irishmethodist.org www.edgehillcollege.org