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**LILAC Committee Role: External Relationships Manager**

**Description:** To act as lead on all hosting duties and to act in hosting role throughout the conference. To liaise with keynotes, bursary winners and any invited guests prior to and during the conference. To launch and run awards scheme, liaising with judges and awards winners.

###### Key responsibilities:

1. Responsible for running the LILAC awards. To include launching/advertising the awards, choosing judges (in collaboration with the committee), liaising with judges during the application and judging process, organising trophies and prizes, and liaison with judges and winner prior to and during the conference dinner.
2. To lead on LILAC bursaries, launching and collating applications, and arranging judging in collaboration with CILIP Information Literacy Group sector representatives. To liaise with winners prior to and during the conference (logistics).
3. To promote the awards and bursaries widely within relevant circles, in collaboration with Marketing & Insights Manager.
4. To create web content for awards and bursaries, and contribute content to member newsletters and the IL Group blog.
5. To act as main contact/liaison with keynotes, heads of service, or any additional invited guests (logistics) prior to and during the conference.
6. To act as host and compere for the conference; daily welcomes, networking event, conference dinner and closing sessions.
7. To take responsibility for awards and bursary communications after the conference – for example writing content for CILIP publications.
8. Be an active committee member during the conference, assisting with troubleshooting throughout and undertaking any duties as required.
9. Provide monthly progress updates to the Chair(s) and contribute to monitoring rota for shared LILAC email account.
10. Any other administrative duties as required.

###### Estimated time commitment:

* General running and monitoring of all award and bursary related activities and liaison with judges (2 hours per week during key points in the awards/bursary cycle).
* Liaison with keynotes, judges, heads of service/other invited guests (up to 1 hour per week during busier times of the year)
* Attendance at committee meetings (5 per annum) and LILAC conference (4-5 days per annum).
* Other administrative duties as and when required.

**Person Specification (qualifications, skills, knowledge and experience):**

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| **Job related knowledge, skills and experience** | **Requirements** | **Essential/desirable** |
| Knowledge | Awareness of and enthusiasm for information literacy. | Essential |
| Knowledge | Evidence of continuing professional development. | Essential |
| Skills | Excellent oral and written communication skills | Essential |
| Skills | Excellent organisation and time management skills | Essential |
| Skills | Evidence of working well within a team and excellent interpersonal skills | Essential |
| Skills | Evidence of taking the initiative and finding innovative solutions to problems. | Essential |
| Skills | IT Skills including working knowledge of Microsoft Office | Essential |
| Knowledge | Experience of working in a library or related service area. | Desirable |
| Experience | Prior experience of organising conferences / seminars and workshops. | Desirable |

**LILAC Committee Members: Terms of Reference**

**Context:**

The LILAC Conference is the annual conference of the CILIP Information Literacy Group. LILAC Committee members plan and coordinate the annual conference. Committee members will take responsibility for specific areas as described on pages 5-7 in more detail, and commit to the alignment of the conference with the CILIP Information Literacy Group’s activities. It is recommended that up to ten[[1]](#footnote-1) committee members are recruited to the committee, in addition to the Chair of the committee.

**Responsibilities:**

* Support the delivery and organisation of the annual LILAC conference (usually held in late March – mid April) in particular taking responsibility for their assigned area.
* Discuss and review proposals, decisions and other activities that deliver a high quality conference.
* Promote conference engagement widely to colleagues/peers.
* To actively engage with the review process. Reviewing approx. four[[2]](#footnote-2) LILAC paper submissions.
* Be an active committee member during the conference, assisting with troubleshooting throughout and undertaking any duties as required.

**Time commitment:**

1. As a member of the LILAC Committee the post holder will be expected to attend up to five LILAC Committee planning meetings per year including the debrief meeting after the conference. (Travel expenses for attendance at meetings can be paid for by the LILAC Committee; attending via Skype is also an option. At present all meetings are being held remotely.)
2. Work (your specified job role and any further assigned tasks) – approximately 3.5 hours per week. LILAC work is seasonal and depending on your job role, may be more concentrated during certain periods in the run up to the conference. During this time this estimate of working hours may increase considerably. Some work in your own time is to be expected. At other times (e.g. during summer) workload can be very low.
3. Committee members should have the support of their employer (and/or line manager) in this role. This should be provided in writing.
4. Committee members must be available for the duration of the conference and they will receive a full place at the conference, including accommodation and travel expenses.

Being part of the LILAC Committee involves commitment and hard work. Work during the actual conference starts at lunchtime the day before the conference (often a Sunday), in order to set up, and lasts until we have packed up after the conference. It is a very intense period of time. As well as being responsible for your ‘job role’ during the conference, you will also be expected to staff the registration desk, answer queries, troubleshoot, chair sessions, attend keynotes and social events.

**Applications to join the LILAC Committee:**

Applications should include a curriculum vitae and a personal statement, including relevant knowledge and experience, and why they are the best candidate to contribute to the organisation of the LILAC Conference. They must also provide a letter of support from their line manager.

**Recruitment:**

Job roles and a call for applications will be put out on the CILIP IL Group members list and LIS-INFOLITERACY.

All applications will be reviewed by a panel of three members of the LILAC Committee which will include the LILAC Chair. They will be scored according to pre-agreed criteria relevant to the role being applied for.

You may be asked to participate in a discussion pertaining to the role and your application via phone or Skype. LILAC Committee applicants must be based in the UK.

**Local representatives:**

Local committee representatives will be recruited to join the LILAC Committee from the host institution each year and would normally join for the duration of a year. They will be nominated by the host institution rather than the method outlined above. Local representatives are recruited to liaise and help with local issues (e.g. with any events managers from the host institution/local suppliers). They are also expected to assist the committee when reviewing submitted conference papers.

**Probationary Period:**

New committee members must undergo a period of one year's probation. Performance and ability to commit to the role can then be discussed with the Chair. If either the committee member or the Chair feels that this is not satisfactory then the committee member can withdraw from their position.

**Knowledge, Experience and Attributes:**

Committee members will have a strong interest in and knowledge of information literacy. They will have excellent organisational and team working skills. In addition they will demonstrate tact, diplomacy and initiative. It is desirable to have prior experience of organising conferences, seminars or workshops.

Committee members will be expected to take responsibility for one or more roles, which may also require specific knowledge, skills and experience (see below).

**Committee and roles:**

* Claire Packham: Chair, Registration Desk Coordinator
* Sam Aston: Deputy Chair, Programme Manager
* Louise Makin: Programme Support Officer
* Mark Burgess: Finance & Bookings Manager, Registration Desk Coordinator
* Jonas Herriot: IL Group and LILAC Treasurer
* Vacancy: External Relationships Manager
* *Jess Haigh: Venue Coordinator (currently on maternity leave)*
* Emma Etteridge: Project Manager
* Emma Cawley: Marketing & Insights Manager
* Elizabeth Newell: Sponsorship Development Manager
* Vacancy: Website & Brand Manager

**Committee roles - descriptions and requirements:**

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| **Committee roles** | **Description** | **Specific expertise** |
| Chair | General coordination of all LILAC tasks, chairing committee meetings, organising and liaising of LILAC keynotes, liaising with external suppliers | Excellent organisational and communication skills |
| Finance & Bookings Manager | Delegate registration, bookings and invoices. Includes booking system set up and testing. Organises all financial aspects of sponsorship. | Financial experience |
| Programme Manager/Support Officer | Coordinate the call for papers, the refereeing process and create timetable for parallel sessions.  Assist with programme related website updates.  Manage annual review and training for LILAC reviewers. | Experience of refereeing process.  Excellent organisational and interpersonal skills.  Ability to work to deadlines. |
| Sponsorship Development Manager | To engage with potential sponsors within the sector & locally to venue.  Investigate and generate potential business leads. | Contacts with publishers and other potential sponsors.  Experience of exhibiting/being the sponsor of an event would be desirable.  Excellent networking and interpersonal skills. |
| External Relationships Manager | To act as lead on all hosting duties with various stakeholders, including awards, bursaries, and liaison with keynotes, heads of service or any additional invited guests.  To act as compere for daily welcomes, conference dinner and closing sessions. | Excellent organisational and interpersonal skills.  Excellent presenting skills. |
| Venue Co-ordinator | To act as lead contact for all venue related queries including acting as main contact for local reps and venues.  To troubleshoot venue prior to and during set-up & brief volunteers at the conference.  To collate feedback following the conference. | Excellent organisational and interpersonal skills.  Ability to work to deadlines. |
| Project Manager | Prepare agendas and record the committee minutes, ensuring actions are captured, track actions in project tracker ensuring completion or progress reported.  Other website and administrative duties as and when required. | Excellent organisation & communication skills. |
| Marketing & Insights Manager | Coordinate publicity pre- and post-conference and ensure social media sites are updated.  Regular delegate newsletters/updates.  Focus on growing audiences (particularly other sectors).  Responsibility for promotional goods.  Assist with website admin/updates. | Excellent organisation & communication skills.  Marketing/publicity/social media experience and contacts desirable.  Ability to work to deadlines.  Knowledge of html and web editing desirable. |
| Website & Brand Manager | Oversee updating and maintenance of website content.  Maintain LILAC style guide and ensure adherence to it. Support colleagues with website admin tasks.  Ensure web accessibility compliance.  Annual rollover of website and liaison with website maintenance team where updates are required.  Produce the LILAC programme, delegate badges and event tickets & liaising with designer and printers. | Web design skills, experience of authoring content for web pages.  Knowledge of html and web editing.  Experience using graphic design software.  Excellent organisation & communication skills. |
| Registration Desk Coordinator | Organise the running of the registration desk, coordination of local volunteers. | Excellent organisation & communication skills. |
| Local representatives | Venue and logistical arrangements, coordinating social events, local helpers. Review LILAC papers. | Local and host institution knowledge. |

1. not including local representatives [↑](#footnote-ref-1)
2. possibly more if deemed necessary by the Papers Officer [↑](#footnote-ref-2)