**Role Title: Scotland’s Sounds Co-ordinator**

**Reporting to: Sound Collections Curator**

**Salary:** **Pay Point F (£29,468 pro-rata)**

**Role purpose:**

The Scotland’s Sounds network welcomes people from museums, libraries, community organisations, archives and private collections who want to work collaboratively to improve care and access to Scotland’s heritage recorded sounds. At present we have over 200 enthusiastic members of our mailing list.

The role will be responsible for organising and delivering regular Scotland’s Sounds stakeholder meetings, and contributing to collaborative sound projects being run across the network and the National Library of Scotland. The role will also take the lead in online communications for Scotland’s Sounds via email, social media and the Scotland’s Sounds website. The role will also be involved in gauging and evaluating stakeholder and user requirements to help develop services for both the network and public audiences

**Duties and Responsibilities:**

The Scotland’s Sounds Co-ordinator will:

* Regularly contribute and develop online information about the Scotland’s Sounds network and activities;
* Build and maintain partnerships with key organisations to deliver regular Scotland’s Sounds activities;
* Schedule and arrange Scotland’s Sounds activities, including stakeholders meetings, knowledge exchange events and public engagement opportunities;
* Plan and prepare information packs for participants in the activities and events;
* Work with the network to promote and publicise the Scotland’s Sounds activities and information;
* Liaise with external educational, cultural and community organisations to promote the network;
* Co-ordinate and liaise with users, user groups and professional associations to promote access to sound collections;
* Contribute to scoping and delivering Scotland’s Sounds and National Library sound projects including communications, evaluation and promotion.
* Present and co-ordinate talks and illustrated presentations to promote the Scotland’s Sounds network and its resources, at public meetings and conferences and to professional associations and user groups;
* Write articles and promotional materials for Scotland’s Sounds activities and events;
* Manage effective communication of Scotland’s Sounds activities and resources to target audiences;
* Manage effective evaluation, monitoring and reporting of Scotland’s Sounds activities;
* Contribute to procurement of services necessary for delivery of activities;
* Represent National Library of Scotland and the Scotland’s Sounds network at professional seminars, conferences and meetings, deputising for the Sound Collections Curator as appropriate;
* Any other tasks that are reasonably required by the line manager.

**Core Competencies**

* **Delivering Results (Core) –**  Take personal responsibility for achieving the right results for the Library
* **Customer Focus (Core) –** Understand and, within our capability, meet actual and potential internal and external customers’ needs
	+ **Collaborative Working (Core) –** Working together effectively to achieve common goals through sharing skills, knowledge and information. Collaborating with others to improve services and reduce costs

**Person specification: Scotland’s Sounds Co-ordinator**

**Skills, abilities and knowledge**

***Essential***

* Excellent verbal and written communication skills, including the ability to explain complex issues to a wide range of audiences and to convey information in an engaging and effective way
* Excellent interpersonal skills, with ability to build positive working relationships to engage staff at all levels across the Library and to work effectively with external stakeholders
* Excellent analytical and problem-solving skills, combined with the ability to make complex evidence-based decisions
* Good general ICT literacy with an understanding of databases and their administration
* Web writing skills and with ability to use social media and online communication channels
* Presentation / public speaking skills and media awareness
* Ability to work independently without close supervision, to be self-motivating and act with judgement and initiative
* Ability to play a positive role in teams and to motivate and encourage colleagues and other stakeholders

***Desirable***

* Knowledge and current awareness of Scottish audio culture, e.g. oral history, radio, music Awareness of the role of national, local and specialist sound collections, the needs of their users, and the wider research environment

**Personal qualities**

***Essential***

* Enthusiasm and respect for historical and nationally significant collections
* Strong user-focus with a desire to achieve consistently high standards of service
* Commitment to supporting the Library’s strategy and vision
* Consistently positive attitudes towards change and innovation
* Ability to quickly learn new equipment and software packages

***Desirable***

* Creative approach and willing to contribute ideas for development

**Experience**

***Essential***

* Experience of organising events with multiple stakeholders
* Experience of communicating to a group or body of organisations regularly
* Experience of using social media to communicate to targeted groups

***Desirable***

* Experience of maintaining regular communications with a professional network
* Experience of sound editing software (e.g. Wavelab, Audacity etc.)
* Experience of using Wordpress
* Clean Driving licence

**Further Information:**

Applications to be submitted via our recruitment site:

[http://www.the Library.engageats.co.uk/Welcome.aspx](http://www.nls.engageats.co.uk/Welcome.aspx)

Applicants are asked to provide a written statement saying how their skills match the person specification and demonstrate the value and relevance of their experience to the post.

**Selection Procedures:** The applicants who meet the criteria based on the job description and the person specification and who demonstrate this in their written statement will be selected for interview**.**

Please note that the successful candidate will be subject to Basic Disclosure Scotland security clearance.