Scottish Poetry Library
Bringing people and poems together

Service Development Co-ordinator (Scottish Gaelic)

Job title	Service Development Co-ordinator (Scottish Gaelic)
Salary	£22,000 FTE
Hours	21 (Monday to Friday, days negotiable)
Annual leave	22 days (including public holidays)
Contract length	12 months (probation period – 1 month)
Contributions	The SPL supports the NEST Pension Scheme
Location	Scottish Poetry Library (SPL), Edinburgh
Reporting to	Head Librarian
Start date	September 2021

The Scottish Poetry Library aspires to engage with and showcase talented poets, performers and publishers from across all of Scotland's communities, including Scottish Gaelic (Gaelic) speakers and writers. Our aim is to develop our collections, expertise and audiences to better reflect Scotland's diversity of cultures and languages.

We have designed a new fixed-term role to pilot our work with Gaelic-speaking communities, and to help redesign our services delivered in the library and, increasingly, online through our digital platforms.

We are looking to recruit a specialist to lead on the delivery of this programme of work, and to help us to reach out and build sustainable partnerships with like-minded organisations.

We hope that, following an evaluation of the impact of the role, we will attract external funding to sustain the post beyond the pilot year of this contract.

You will be expected to work the equivalent of three full days, Mondays to Fridays. The successful candidate will be required to work in the library in Edinburgh for at least 10 of the contracted 21 hours to support the development of our collection of books, pamphlets, journals and archive material. The remaining hours can be worked from home.

As this is an outward-facing role, we hope that the post-holder would have the confidence and know-how to initiate and develop partnerships across a wide range of sectors, including arts & heritage, creative industries, public bodies and the Third Sector.

The post-holder will be line-managed by the Head Librarian. A small programme budget is available to facilitate external meetings and activities when COVID-19 guidelines permit.

Applications

Applicants should send a copy of their C.V. with a covering letter to the Scottish Poetry Library, 5 Crichton's Close, Canongate, Edinburgh, EH8 8DT. The C.V. should be no more than four A4 sides and the covering letter no more than two A4 sides. Closing date: 23rd July 2021

Interviews will be held during the week beginning 16th August. If you are invited to interview you will be asked to complete a written task before the interview starts.

For an informal discussion about the role, please contact Jill Mackintosh, Head Librarian at reception@spl.org.uk

Job Description

Main purpose

Responsibility for adapting and delivering Gaelic resources, including digital material, in the Scottish Poetry Library. Build on existing and develop new approaches for providing SPL's services with Gaelic communities.

Key responsibilities

- Supporting the development of SPL content and connecting to opportunities across platforms and services.

- Supporting Gaelic speakers and communities to engage and participate in activities, both digital and in-person.

- Establishing strong links with existing and new Gaelic language partner organisations and communities.

- Adopting best practice in relation to Gaelic terminology and orthography.

- Identifying and recommending new ways of service delivery as they present themselves.

- Sharing insights through delivering training with the SPL staff team to embed to ensure best practice.

- Carrying out reception and library duties as requested by the Head Librarian.

Person specification

Qualities	Essential (E); Desirable (D)	Assessment Method
Experience	- Fluency in spoken and written Gaelic (E) - Experience of producing a high standard of written content in Gaelic and English (E) - Ability to engage confidently with a range of people (E) - Experience in a role that supports the use of Gaelic (D) - Experience of working with external partners (D) - Knowledge of Gaelic poets and poetry (D)	- Application - Interview - Task
Personal Qualities	- Highly organised and self-motivated (E) - Able to work in a small team, carrying out tasks without supervision (E) - Friendly attitude to diverse audiences (E) - Adapts and works effectively with a variety of situations, individuals or groups (D) - Demonstrates commitment, motivation and energy (D)	- Interview - References
Communications and Engagement	- Ability to cultivate positive working relationships (E) - Experience of updating websites (E) - Experience of developing engagement opportunities (D) - Experience of digital information and communication tools such as social media (D) - Ability to promote project activities and bring in new customers or participants (D)	- Application - Interview - References
Skills	- Attention to detail and good presentation skills (E) - Excellent information technology skills (E)	- Application - Interview