



## Advertisement EBLIDA Director

EBLIDA is looking to appoint a new Director, by December 2018.

The new Director will be responsible for consolidating the role of EBLIDA as the leading voice and prime focus for library, archive and information activities at the European level, as major pieces of legislation and initiatives affecting the World Information Society come into force. The Director reports directly to the President.

The closing date for applications is 31<sup>st</sup> August, 2018.

Interviews will take place in The Hague (The Netherlands) on the 18<sup>th</sup> and 19<sup>th</sup> of September, 2018.

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EBLIDA, the European Bureau of Library, Information and Documentation Associations, is an independent non-governmental and non-commercial umbrella association of national library, information, documentation and archive associations and individual institutions in Europe. EBLIDA has its office in The Hague, The Netherlands.

The major objectives of EBLIDA are:

- to serve and promote the interests of the library, archive and information professions and to lobby for them amongst the European institutions;
- to give members up-to-date information, supported by monitoring processes, on all relevant developments in the European Union;
- to foster cooperation between the members and with other pan European organisations and initiatives in the library and archive sector.

This is an exciting time to act as a key player and influencer, lobbying on behalf of and representing the views of library, archive and information professionals in European processes and institutions at all levels. Developments in global information, social and economic policies puts the role of libraries into play and bring threats from commercial rights owners and this role offers an opportunity to deepen sector co-operation and further develop professional profiles for the benefit of all European citizens.

EBLIDA is looking for someone who demonstrates commitment to the objectives of the Bureau and who is prepared to work for their achievement. The role includes a strong lobbying element and requires diplomatic co-ordination of national approaches to pan European issues affecting the sectors as well as communication and writing skills. Self-credibility in both political and professional arenas is essential as is the ability to articulate and disseminate outcomes, clearly and succinctly to members.

The ideal candidate will possess good academic and professional qualifications, will be familiar with the institutions and procedures of the European Union, as well as current issues and trends in European libraries and archives, especially those relating to the digital environment. Fluent spoken and written English is essential, and preferably a working knowledge of at least one other EU language is desirable.

Excellent presentation, communication, organisational and analytical skills are essential as is the ability to network and build partnerships. Especially important is the ability to communicate complex issues in clear and concise English. The successful candidate will bring fresh ideas and be flexible in their approach to work, be a dynamic and motivated self-starter who will enjoy working independently in a small secretariat.

The role offers exciting opportunities to travel all over the European continent and beyond, as well as unique opportunities to establish and build your personal reputation within a European context. You will work alongside prestigious, senior professionals, stake holders and policy decision makers at national and pan European levels, enhancing your own network of contacts for your future development and professional growth.

Salary and contract will be negotiated with the President of EBLIDA. This appointment is for up to three years, and is subject to Dutch law.

The post is located at the EBLIDA office in The Hague, with a possibility to work remotely from your home, once located nearby The Hague and Brussels. In that case, frequent travel to The Hague and/or Brussels will be necessary.

Please send to: [majella.cunnane@eblida.org](mailto:majella.cunnane@eblida.org) \* and [jean-marie.reding@bnl.etat.lu](mailto:jean-marie.reding@bnl.etat.lu) with the Subject: Application New Director:

- a full CV with details of two professional referees
- a statement (approx. 300 words) on the candidate's view of EBLIDA as an organisation

(\* please be aware that due to holidays, responses may be limited until mid-August)

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| Job Description |
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| Post Title:      | EBLIDA Director   |
| Reporting to:    | President   |
| Contract length: | One year renewable up to three years, or a three year contract, subject to Dutch law. |
| Place of work:   | The Hague and Brussels  |
| Salary Scale:    | (€ +/- 45.000 Euro/year depending on age, experience etc.                             |

### Responsibilities

The Director organises and undertakes advocacy and lobbying activities on behalf of EBLIDA members with European institutions and processes, relevant third party organisations and key individuals as appropriate.

The Director acts as the representative voice of the library, archive and information professions in European matters, by seeking representation in appropriate fora and attending the meetings and hearings of European institutions.

The Director is responsible for establishing and sustaining partnerships with key stakeholders and other national and international organisations, and maintains contact with other interest groups.

The Director is responsible for co-ordinating relationships with and between professional associations to ensure the future sustainability and growth of EBLIDA.

The Director coordinates appropriate EBLIDA representation at conferences and events and makes a positive contribution to them on behalf of members.

The Director monitors and analyses proposed legislation to develop strategies to promote the interests of EBLIDA members and is responsible for the appropriate dissemination of information relevant to EBLIDA members.

The Director is responsible for the positive promotion of EBLIDA, including production of publications and the website.

The Director supports EBLIDA's Executive Committee and Council.

The Director works with the EBLIDA Secretariat for the effective day-to-day management of office administrative processes including EBLIDA Council and Executive Committee meetings, Expert Group meetings and other events as appropriate.

The Director is responsible for the effective financial management of the Bureau, including fund raising activities to support its objectives and is responsible for attracting sponsorship support.

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| Person Specification |
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#### Essential

- Proven highly developed presentation and communication skills, verbal and written, for use in public relations (internal and external) and lobbying activities;
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- Proven experience in and an understanding of lobbying activities;
- Excellent inter-personal skills and leadership qualities;
- Proven ability to create and maintain partnerships;
- Knowledge of the procedures, institutions and administrative structures of the European Union, as well an understanding of the culture and information society throughout Europe;
- Be self-motivated with proven organisation/administrative (including ICT skills) ability;
- Proven ability to work independently, with a flexible and creative approach to work;
- Possess financial acumen and an entrepreneurial approach to maximise funding opportunities;
- Good communication and writing skills;
- Fluency in English;
- Willingness to travel frequently, work outside of office hours on a regular basis.

#### Desirable

- Good academic and professional qualifications;
- Possesses a working knowledge of professional associations;
- Proven managerial skills;
- Proven skills and knowledge in the work of the sectors and their organisations;
- Fluency in one of the official working EU languages (German or French) in addition to English would be a plus. Fluency and/or familiarity with other EU official languages would be a bonus.