



## Advertisement

### EBLIDA Director: 2011-2013

EBLIDA is looking to appoint a new Director, by December 2010 at the latest.

The new Director will be responsible for consolidating the role of the Bureau 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 15<sup>th</sup> September 2010.  
Interviews will take place in Vienna (Austria) on 7<sup>th</sup> – 8<sup>th</sup> October 2010.

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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

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

This is an exciting time to act as a key player 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 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 some one 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. 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 and preferably working knowledge of at least one other EU language is basic.

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 be flexible in their approach to work, be a motivated self-starter who will enjoy working independently in a small secretariat.

The role requires extensive travel and irregular hours. In return it will provide you with a unique opportunity to establish 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.

The **closing date for applications** is 15<sup>th</sup> September 2010.

**Interviews** will take place in Vienna (Austria) on 7<sup>th</sup> – 8<sup>th</sup> October 2010.

The **appointment** should be taken up by December 1<sup>st</sup> 2010 for a short overlap with the current Director.

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.

Please send a full CV with details of two professional referees plus a statement (approx. 300 words) on the candidate's view of EBLIDA as an organisation to: [ebtida@ebtida.org](mailto:ebtida@ebtida.org).

Subject: Application New Director.

Further information can be obtained from Joanne Yeomans: [joanne.yeomans@ebtida.org](mailto:joanne.yeomans@ebtida.org).

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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
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- to foster cooperation between the members and with other pan European organisations and initiatives in the library and archive sector.

The Director of EBLIDA is responsible for supporting EBLIDA by carrying out activities to support the objectives of the Bureau. The prime object is to establish EBLIDA as the voice for library, archive and information professionals at European level on the role of libraries and archives in the World Information Society.

The role includes a strong lobbying element and requires diplomatic co-ordination of national approaches to pan European issues affecting the sectors.

<b>Job Description</b>
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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.

**Responsibilities**

The Director organises and undertakes advocacy and lobbying activities on behalf of 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 Bureau's 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.

<b>Person Specification</b>
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**Essential**

- Highly developed presentation and communication skills, verbal and written, for use in public relations (internal and external) and lobbying activities
- Excellent inter-personal skills and leadership qualities
- Documented ability and achievement in co-operative activities
- Familiarity with the procedures, institutions and administrative structures of the European Union
- 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

**Desirable**

- Proven experience of lobbying activities an advantage
- Good academic and professional qualifications
- Knowledge of professional associations
- Proven managerial skills
- Documented skills and knowledge in the work of the sectors and their organisations