

## JOB DESCRIPTION

Digital Librarian



INDIGENOUS  
READING PROJECT



### ABOUT US

Indigenous Reading Project is an award-winning, non-profit company established in 2012. We work to improve the reading ability of Aboriginal and Torres Strait Islander children through our E-reading program. We target kids who are behind their peers and want to improve their reading skills. We loan them a tablet. We monitor their progress over time and if they significantly improve their reading ability they get to keep the tablet.

### VOLUNTEERING

Before you apply we encourage you to think carefully about why you want to volunteer. ACT Volunteering has some useful information on their website. This can help you think through some of the common issues that you'll need to take into consideration before you commence a voluntary role: [About volunteering](#).

### FURTHER READING

Summary: [IRP 2019 Factsheet](#)

Media: [IRP Media](#)

Strategy: [IRP Strategic Intent](#)



2015 ACT Organisation of the Year



2016 National Winner

## DUTY STATEMENT

We're looking for someone to manage, the [IRP Digital Library](#). Our library runs on the Overdrive platform. It can be used effectively by anyone who has great digital skills and is a good learner. You will be working to ensure that we can develop and distribute great e-books to children who are enrolled in our E-reading program. The successful applicant will share our values and want to make a positive and practical contribution to our work.

### Some of the primary work tasks of the Digital Librarian include:

1. Managing the [IRP Library Site](#) through the Overdrive platform.
2. Reviewing and developing of the children's and YA digital collection
3. Providing 'helpdesk' support in troubleshooting technical issues
4. Curating the online collection and developing collection themes and campaigns.
5. Identifying and delivering engaging content for individual children.
6. Managing library accounts, including creating and uploading library card numbers

## SELECTION CRITERIA

1. Great general digital skills with the ability to learn and adapt
2. An ability to curate and develop the collection for young Indigenous kids
3. Excellent organisational skills, including the ability to work systematically, and plan and prioritise work tasks
4. Ability to communicate effectively with a range of stakeholders, including Aboriginal and Torres Strait Islander peoples and School Teachers
5. Demonstrated ability to work effectively as a team member and to also take initiative to solve problems

Organisation	Indigenous Reading Project
Job Title	Digital Librarian
Remuneration	This is a voluntary position
Hours	2 Hours per week.
Location	Australian Capital Territory, Canberra (Remote & onsite)
Training	Induction and ongoing training is provided
Reporting	Position reports to the CEO
Security	Australian Federal Police National Police Check
Insurance	Volunteer Personal Accident and Public Liability Insurance (\$10M)
Expenses	Approved out-of-pocket expenses are met by IRP
Further information	Kylie Makkink 0414 267 937
Apply	To apply please submit your Curriculum Vitae including 2 current referees to <a href="mailto:volunteer@irp.org.au">volunteer@irp.org.au</a>
Closing date	Applications close on 10 August 2020

