

Overview of the role: cpd25 Chair

The M25 Consortium's Officers seek to recruit a Chair for its cpd25 programme, to take up post on 1st August 2021 for a term of two years. A further term of two years may be granted at the end of that period, upon the mutual agreement of the post holder and the M25 Steering Group.

The cpd25 Chair is also an Officer of the M25 Consortium, being a trustee of the charity and a director of the company and is expected to fulfil duties in all these capacities. The cpd25 Chair must therefore be employed at a Member library in the Consortium, though need not be that Member's official voting Representative.

The position is unpaid. Expenses incurred as a result of work for the M25 Consortium would normally be recovered from the post-holder's own institution.

M25 Consortium of Academic Libraries

The M25 Consortium of Academic Libraries is a regional consortium of university and other scholarly libraries in London and the south east of England. We are currently working towards our [2019-2022 strategy](#). There is a particular emphasis on supporting the development of library staff throughout their careers to ensure successful services both now and in the future.

cpd25

cpd25 delivers continuing professional development activities to the members of the M25 Consortium of Academic Libraries and other libraries throughout the United Kingdom. These may be workshops of various lengths, conferences, training events, exchange of experience sessions and programmes for particular groups, such as newly-qualified librarians or new managers. While some events are delivered by professional trainers, the majority are delivered by information professionals, usually from within the Consortium, on topics chosen for their relevance by staff of Consortium libraries. Library visits are also often arranged as part of the cpd25 programme. As a result of the pandemic, in 2020 the cpd25 programme moved to offering training and development events in an online format. As we look ahead to 2021-22 we are planning to deliver a hybrid programme consisting of both online and face-to-face events.

Chair of cpd25

The principal task of the cpd25 Chair is to lead the team of four task groups which provide the programme, and thus it is important that applicants have experience of managing staff training. S/he recruits new members to the task groups, recruits and appoints new task group chairs as necessary in consultation with task group members and in accordance with the M25 Articles of Association. S/he also liaises regularly with the M25 Administrator (Events & Programmes) to ensure that the programme is carried out effectively and covers its overall costs. S/he is also a member of the M25

Consortium Steering Group and an Officer of the Consortium (trustee of the charity and director of the company).

Main tasks

- Chair meetings of the cpd25 Working Group, which comprises the chairs of the task groups
- Run the annual cpd25 planning day and ensure that the programme of events is planned and delivered
- Attend regular meetings of the M25 Steering Group (quarterly) and Officers (monthly)
- Make regular reports on cpd25 to the M25 Steering Group
- Meet regularly (usually monthly) with the M25 Administrator (Events & Programmes) and, where necessary, with the M25 Executive Manager. By invitation, speak at or chair cpd25 events
- Communicate regularly with the M25 Administrator (Events & Programmes), task group chairs and event organisers, and other M25 officials
- Conduct the recruitment (as needed) and appraisal (half-yearly) of the M25 Administrator (Events & Programmes), together with the M25 Executive Manager.

Annual time commitment

10-11 days for meetings throughout the year, plus associated deskwork. Please enquire for further details.

Appointment process

Applications are invited from directors and senior staff in M25 Member institutions. Candidates should submit an application statement not exceeding 400 words outlining why they would be a good appointment to the role. The statement must also explain the candidate's motivation for applying and their intentions in the role.

The statement can be sent, in confidence, to the M25 Executive Manager, Rachel Telfer by email (rachel.telfer@london.ac.uk) no later than **noon on Monday 10th May 2021**. Shortlisted candidates will be invited to a Zoom interview with the M25 Consortium Chair, Secretary and Executive Manager at the end of May. The appointment commences on 1st August 2021.

For any questions about the application process please contact Rachel Telfer (rachel.telfer@london.ac.uk).

For an informal discussion about the role please contact David Archer, cpd25 Chair (david.archer@lshtm.ac.uk).