Inverclyde council

JOB DESCRIPTION

Post Title:	**Active Citizenship Librarian**
Post Number:	
Grade:	Grade 6
Service:	Culture, Communities and Educational Resources
Section:	Culture (Libraries)
Responsible to:	Team Leader - Libraries

Overall Purpose of the Job:

To encourage active citizenship through providing supported access in the library to trusted, accurate information which empowers communities to make informed decisions. Deliver a programme of media literacy sessions to the public to raise awareness of issues around mis/dis information, media bias, and AI, and demonstrate effective search strategies and how to critically evaluate information. Curate a programme of events on aspects of democracy which facilitate discussion and debate.

Main Duties and Responsibilities

1.	Create and deliver media literacy awareness workshops to the public
2.	Select and maintain library book collections on democratic themes to inform public debate
3.	Select, evaluate and organise trusted sources of news, current affairs and investigative journalism and facilitate access via the library website
4.	Ensure the library provides clear guidance and support for the public to engage with key democratic institutions (Local and National)
5.	Plan, organise, promote and evaluate a programme of events and activities to open up debate and discussion on democratic issues
6.	Develop and strengthen partnerships to reach a wider range of people within the community including underrepresented groups
7.	Co-produce events and develop collections in consultation with the local community
8.	Deliver a programme of staff training on supporting democratic engagement in libraries, and media literacy awareness
9.	Produce a toolkit for libraries on delivering media literacy workshops, organising events that support the democratic process, and collection development
10.	Promote the principles of CILIP's Ethical Framework including intellectual freedom
11.	Advocate for libraries as a space for democratic discussion and debate
12.	Ensure adherence to all relevant legislation, policy and procedures.
13.	Work with management, staff and stakeholders to ensure equality is

	embedded in all of our work and working practices.
14.	Any other duties and responsibilities as directed by line management.

Note: Where relevant, the general statements contained in this job description should be considered in the context of their relationship with other Council Policies, Procedures, operating arrangements, and other statutory responsibilities of Officers.

Date Produced: January 2026