



## **Documentation & Library Manager job description**

### **What we are looking for?**

An individual who is enthusiastic about keeping documentation up to standard and in order and the smooth running of the organisation.

### **We would like you to:**

- Have a thorough understanding of the Doula Associations Mission, values, and vision
- Have responsibility for the ease of use, accuracy and comprehensiveness of the documentation Library
- Hold training sessions with key stakeholders to ensure they have an understanding of the filing system and template procedure

### **Are you good at:**

- Working both in a team and remotely
- Giving attention to detail
- Organising data
- Communication – both written and verbal
- Online documentation management
- Key stakeholder engagement

### **Key to this role**

This role is key to the doula association documentation library being easily accessible and useful to all members of the association. The position holder will need to ensure that all documentation is up to standard using the correct templates and filed in the correct place.

### **Predicted hours**

4-6 hours per month

### **Reapplication schedule**

It is anticipated that this role will last 12-18 months. You will need to reapply for the role should you wish to. If you don't wish to or the position is filled by someone else then once a successor is identified there will be a 4 week handover.

### **Remuneration**

In return for the work that the BirthBliss Ambassador will be doing, they will receive a free listing on The Doula Directory for the time that they are in the role.