

International Federation of Library Associations & Institutions Secretary General

Candidate Pack – January 2023



International Federation of Library Associations and Institutions (IFLA) Secretary General

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Welcome Letter from IFLA's President

Thank you for your interest in working for IFLA. As the Secretary General you will work with the Governing Board to build a strong united library field, powering literate, informed and participatory societies.

IFLA is the global voice of libraries and the global voice for the library and information profession. IFLA's mission is to inspire, enable, connect and engage the global library field. In doing this IFLA is committed to the principles of freedom of access to information and freedom of expression embodied in Article 19 of the Universal Declaration of Human Rights.

The UN Agenda 2030 with its 17 Sustainable Development goals is a strong focus of IFLA's activities as well as advocacy for fair copyright regulations and a commitment to democracy and truth. The IFLA Strategy 2019-2024 with its 4 Dimensions and 16 Key Initiatives presents the framework for the Federation's activities. In collaboration with the Governing Board, you will work to achieve these Key Initiatives through agreed actions to attain the goals of the Strategy.

As the new IFLA Secretary General and CEO, you will join us at an exciting time as we are putting our new Statutes into practice and will develop our next IFLA Strategy that will respond to the constantly evolving transformation due to the fast-moving developments in the technological, societal, and political world.

We are looking for an experienced visionary, forward-thinking global leader who embraces IFLA'S values. If you are an inspiring and talented people leader with a capacity to transform ideas into results, eager to move an organisation forward, as well as influence global policy and strategy -- we look forward to hearing about your interest.



Barbara Lison
President

Organisation

The International Federation of Library Associations and Institutions (IFLA) strives to create a strong and united global library field powering literate, informed and participatory societies. This is the benchmark against which we measure, direct, and plan all that we do. We strive to achieve this vision by inspiring, engaging, enabling, and connecting the global library field. This reflects all we do to support our members and beyond, through providing tools and materials, a forum for discussion and learning, and advocating on their behalf, whilst also working to ensure the long-term sustainability of our Federation. Our Headquarters team in the Hague sits at the centre of our network and is currently 16 people strong.

History

Founded on 30 September 1927 at the Annual Meeting of the UK Library Association in Edinburgh, Scotland, IFLA officially began in 1929 with 15 members from 15 countries. We now have over 1500 Members and Affiliates from around 150 countries worldwide comprised of 53 professional working groups and 6 regional divisions with more than 1,200 volunteers from all over the world. Our position as the most international library organisation in the world allows us to speak to stakeholders and international bodies on behalf of libraries and librarians everywhere.

Funding

Membership fees account for a third of our annual income, with the other two thirds coming from Foundation funding. This is primarily Gates Global Libraries legacy funding that is channelled through Stichting IFLA Global Libraries (SIGL), based on Dutch law.

Values

In pursuing our Vision and Mission, IFLA strives to embrace the following core values:

- The endorsement of the principles of freedom of access to information, ideas and works of imagination and freedom of expression embodied in Article 19 of the Universal Declaration of Human Rights;
- The belief that people, communities and organisations need universal and equitable access to information, ideas and works of imagination for their social, educational, cultural, democratic and economic well-being;
- The conviction that delivery of high-quality library and information services helps guarantee that access;
- The commitment to enable all Members of the Federation to engage in, and benefit from, its activities without regard to citizenship, disability, ethnic origin, gender, geographical location, language, political philosophy, race, or religion.



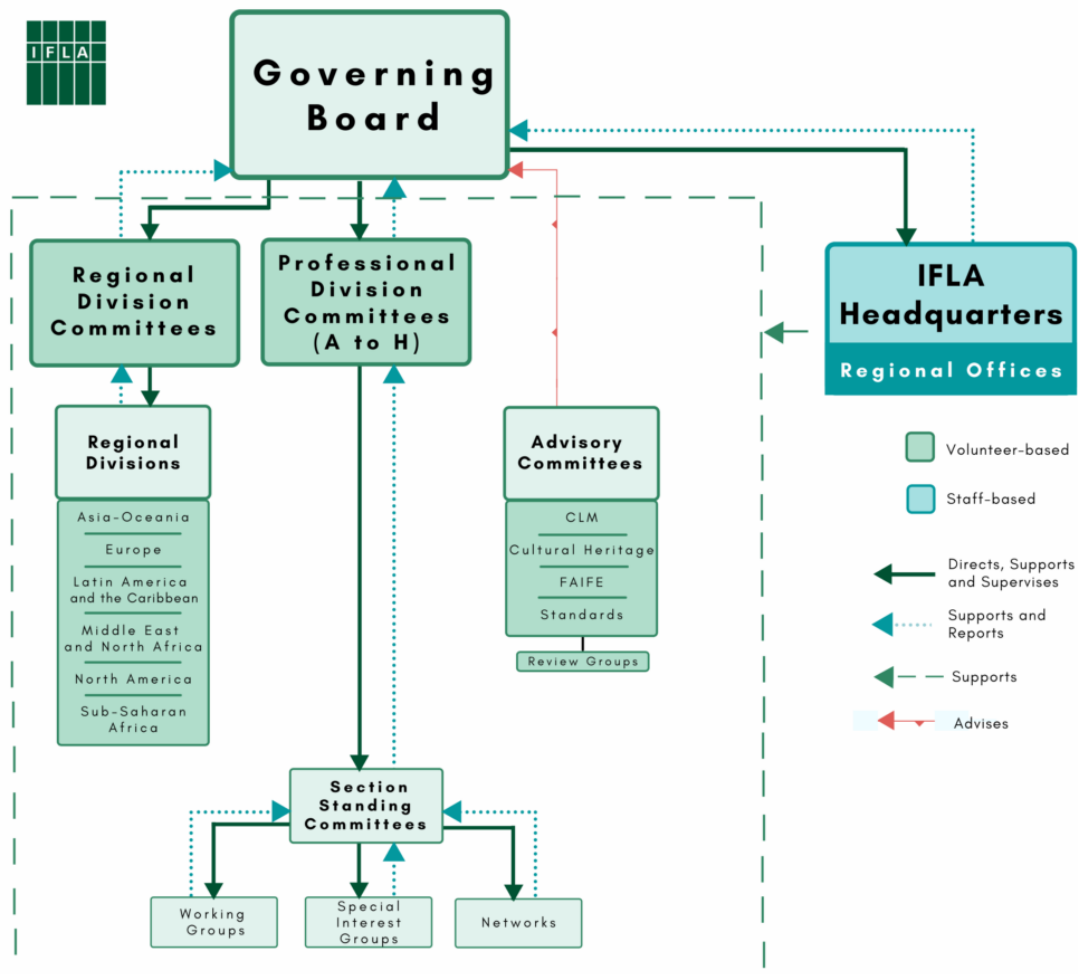
Governance

IFLA's General Assembly is the highest level of governance within the Federation and is responsible for determining purposes and values; amending Statutes, determining conditions of membership; and receiving and approving annual financial reports and accounts. The General Assembly meets once a year and is comprised of our members. They are the ultimate decision-makers regarding the activities and direction of the Federation.

The Governing Board is responsible for the management of the Federation including financial and professional governance; ensuring sustainability; developing and implementing the Federation strategy.

The Professional Council reports and consults to the Governing Board and is primarily responsible for coordinating the work of all units within the Federation which are responsible for professional activities, policies, and programmes. The Regional Council holds the same reporting line into the Governing Board but coordinates all units at the regional level which are responsible for strengthening advocacy and supporting the visibility and effectiveness of the Federation's work.

This structure was developed and refined following a 2021 Governance review to simplify our Governing Board, ensuring better regional representation and voluntary support.





Role Description

Job Title: Secretary General.

Salary: Competitive salary reflective of the demands and level of the position; 25days holiday + benefits

Contract: Five year contract

Location: This role will be based at IFLA Headquarters in The Hague, Netherlands, with global travel required.

The Secretary General is the Chief Executive Officer and the Head of IFLA's Headquarters and reports to the President.

The Secretary General will be a visionary, forward-thinking global leader who is passionate about the development of libraries in all parts of the world and serves as facilitator of the cooperation within the global library field as well as with international external partners and stakeholders. The Secretary General drives IFLA's future through targeted, globally relevant activities and initiatives liaising with representatives from the global library field in an inclusive way. They will have an emphasis on equity and inclusion as well as promoting innovation and advocacy initiatives.

Responsibilities shall include, but not be limited to:

- Leading the achievement of IFLA's strategic and annual plans;
- Managing IFLA's operations efficiently and effectively with a focus on ensuring long-term financial sustainability of the Federation;
- Leading the growth of IFLA's membership and manage it as an international organization with a global network of libraries and partners;
- Developing and maintaining effective relationships with current and potential donors and partners;
- Leading IFLA's advocacy processes and discussions, including but not limited to United Nations, UNESCO, World Intellectual Property Organization (WIPO);
- Establishing and maintaining contacts at senior levels across the global library and information field;
- Leading the Headquarters team by inspiring and motivating colleagues and building a shared sense of purpose.



Person Specification

The successful candidate will be expected to demonstrate evidence of the following skills, capabilities, and experience:

- Significant work at the executive level which demonstrates the capacity to lead and manage an international organization;
- Experience in leading the development and the delivery of strategic and annual plans;
- A deep understanding of the key challenges and opportunities of the library and information sector;
- Proven successful experience in developing networks at a national and international level;
- Strong interpersonal and communication skills with demonstrated cultural awareness;
- Demonstrated experience in building and maintaining successful partnerships with stakeholders and proven experience in securing funding for initiatives;
- Confident people management skills and the ability to inspire and motivate staff and stakeholders;
- Strategic and analytical thinking skills with sound judgement to realize and prioritize opportunities;
- Fluency in English, and highly desirable active speaking abilities in at least one other IFLA language (Arabic, Chinese, French, German, Russian, Spanish).

IFLA serves a diverse community and encourages applications from a broad range of backgrounds and life experiences



Appointment Details and How to Apply

IFLA is being assisted in this appointment process by the executive search firm Society.

Applications should consist of:

- 1 a concise response (no longer than two pages), addressing the below two questions:
 - a. Please provide a short summary of how you would demonstrate your expertise in building and successfully executing a strategic vision within an internationally focused organization.
 - b. What experience do you have in building a positive working culture from an executive-level position?
- 2 an up-to-date curriculum vitae;
- 3 names and contact details of three referees (although referees will only be approached at the final stage of the process, and only with your express permission).

General advice on how to write [a strong CV](#) and [a strong covering letter](#) can be found on our website.

To upload your documents via Society's website, click [here](#). The deadline for receipt of applications is midday GMT on 21 February 2023.

Longlisted candidates will be invited to interview remotely between 2 - 10 March 2023 with Society. Shortlisted candidates will be invited to interview in The Hague with IFLA's search committee on 4 and 5 April 2023.

During the application window, IFLA and Society will host a Zoom-based 'Open Hour' with candidates where pre-submitted questions about the opportunity will be answered by members of the search committee.

An appointment will be made subject to receipt of satisfactory references. The appointed candidate will be offered a salary that is commensurate with their experience and the seniority of their new role.

We are committed to ensuring that anyone can access our application processes. This includes people with hearing, sight, mobility, and cognitive impairments. Should you require access to this document in an alternative format, wish to apply in a different format, or need any other reasonable adjustments made for you (including at interview), please contact us at inclusion@society-search.com. We also welcome suggestions or comments about any more general access improvements we should consider.

