DISRUPTIVE MEDIA LEARNING LAB (DMLL)

JOB DESCRIPTION & PERSON SPECIFICATION

1. JOB INFORMATION

Post Title: Wikimedian in residence
Grade: 7
Salary: £32,243 - £40,802 pro rata, per annum
Mode: Part Time (0.5 FTE) Fixed term for 24 months
Ref No: REQ006767

2. JOB DESCRIPTION

.1 Purpose
To provide advice and technical knowledge to facilitate and develop a sustainable relationship between Coventry University Group and Wikipedia through a range of activities with staff, students and the public. To establish a network of Wikimedians (students and staff) on campus and to embed digital fluency and open knowledge activities, such as thematic editathons and subject based projects, in learning and teaching across the University. To help the University to understand how its collections, knowledge creation and public engagement activities can enhance, broaden and improve the quality of Wikipedia articles and content on the other Wikimedia projects such as Wikidata and WikiCommons.

.2 Main Responsibilities

1. Responsible for designing and managing a programme of activities to improve collaboration between Coventry University Group and Wikipedia community, as well as other local institutions (e.g. Coventry UK City of Culture Trust, City Council, Coventry Museums) leading to a sustainable relationship and more joint projects in the future.

2. Responsible for content improvement facilitation (training and editathon events): organising and hosting workshops for University staff, students and public to enable them to directly contribute their knowledge and expertise to develop Wikipedia articles. Provide training on Wikimedia editing, Wikimedia community best practice and sustained Wikimedia volunteer engagement.

3. Be an advocate for open knowledge within the University, for example by working with the Library to develop or change policies (e.g. Access and Reuse of Digital Collections), systems or processes which would allow greater collaboration between Wikimedia UK and the University. Create best practice documents as needed.

4. Work with staff to identify resources and areas of expertise within the University and community, which would enrich Wikipedia and sister projects and enhance the University’s role in open knowledge and public engagement. Identify opportunities for content improvement/image releases.

5. Responsible for designing and producing ongoing updates and summary reports (to be shared with the Director and DVC) on the outcomes of the
residency in order to enable organisational planning and learning around this area of development.

6. Take on a range of tasks and develop new skills, as appropriate, in order to carry out the duties associated with this role as it develops over the period of the residency.

AND such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

.3 Planning and Organising
Prioritise own work and the design of wider programme of work over the course the residency, in agreement with DMLL leadership team. While priorities will be agreed with the line manager in consultation with other staff, the post-holder will be expected to schedule day-to-day activities and be able to plan ahead weekly-to-monthly, in the initial short term in order to design and manage a programme of teaching, engagement, digital fluency and advocacy activities over the period of a year with minimal supervision.

.4 Problem Solving
As an expert on open knowledge principles and associated intellectual property, advise on open licencing principles and practicalities in line with Coventry OER Policy.

Work with University colleagues to identify resources and knowledge areas suitable for enriching Wikimedia and its sister projects, contribute to the development of guidelines and influence University strategy and practice in the area of open educational resources.

.5 Decision Making
Scope and decide on resources and knowledge areas suitable for enriching Wikimedia and its sister projects.

.6 Supervision Received
Director of the DMLL, Senior Project Manager

.7 Supervision Given
None

.8 Key Contacts/Relationships
DMLL team, Subject Librarians, Academic Developer, Learning Technologist, staff in other key units.

Local museums and organisations actively involved in Coventry UK City of Culture.

Contacts of Wikimedia UK and Wikipedia, other Wikimedians and volunteers, and other cultural organisations.
### 3. PERSON SPECIFICATION

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<th>ATTRIBUTES</th>
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<td><strong>Education/Qualifications</strong></td>
<td>Good honours degree or equivalent work experience appropriate to this role</td>
<td>Experience of teaching or supporting those learning to use Wikipedia and its sister websites, including via organising events/workshops. Experience of advocacy amongst mixed professional communities and interaction with wider open knowledge communities e.g. opendata, openscience, openaccess, open educational practice communities.</td>
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<td><strong>Experience (Paid and Unpaid)</strong></td>
<td>Experience of editing Wikipedia and working with the Wikimedia community. Organising and facilitating events. A proven commitment to high quality writing, good referencing and excellent metadata.</td>
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<td><strong>Job-related skills/ Aptitudes</strong></td>
<td>An understanding of and empathy for Wikimedia UK’s mission to help people and organisations build and preserve open knowledge to share and use freely. An infectious enthusiasm for editing Wikipedia and sharing knowledge. Excellent understanding of issues related to copyright and other intellectual property rights. Ability to work on own initiative as well as as a member of a team. Excellent organisational skills, and ability to work under pressure and to tight deadlines. Excellent presentation and communication skills. Good understanding of typical activities and projects in higher education, and of the culture and aims of the sector. Excellent influencer and negotiator. An appreciation of other cultures; the global reach of the University and its international agenda.</td>
<td>Visual design skills for producing flyers, training materials and promotional posters etc. An understanding of how Wikipedia can be used in higher education for impact, reach and research.</td>
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<td><strong>Interpersonal Skills</strong></td>
<td>Ability to work tactfully, sensitively and effectively, as part of the institution, the Wikimedian community and with a wide range of individuals. Ability to communicate effectively and appropriately with people at all</td>
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<td>levels both orally and in written form</td>
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<td><strong>Other Requirements</strong></td>
<td>A flexible approach to working hours and location, including a willingness to travel, locally, nationally or overseas, as required</td>
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### 4. Dimensions

The Wikimedian in Residence will work closely with academic colleagues all across the university to organise student engagement events and projects. The results of this work will be publicly available on Wikipedia and its sister projects for use by the public, schools and learners worldwide. The Wikimedian in Residence will work as part of a team within the Disruptive Media Learning Lab and alongside colleagues from the University Library, the Learning Enhancement Unit and other relevant services and departments.

### 5. Job Context and any other relevant information

The post-holder must actively maintain awareness of, learn about, implement and give instruction in new developments in Wikipedia and sister projects, copyright and Creative Commons and open educational resources context.

The post holder must successfully and consistently negotiate outcomes and timelines within the matrix management environment and understand, and take account of, any barriers to this in the context of other colleagues’ work priorities.