

**Title:** Logbook Group Member

**Role Overview:** As a member of the Logbook Group, you will collaborate with others to manage, maintain, and enhance the Lifelong Learning Platform's (LLP) logbook system. Your contributions will help ensure accurate record-keeping, continuous improvement, and accessibility of logbook data for LLP participants. This role offers an opportunity to develop the logbook and collaborative skills while supporting a key resource within the LLP.

**Key Responsibilities:**

* Assist in the maintenance and updating of the LLP logbook.
* Ensure accuracy and consistency in logbook entries.
* Collaborate with team members to improve logbook processes and features.
* Provide feedback on the functionality and user experience of the logbook system.
* Support the communication of logbook updates and changes to users.

**Qualifications:**

* Strong attention to detail and organisational skills.
* Ability to work collaboratively within a team.
* A good understanding of the Logbook
* Interest in lifelong learning and supporting the LLP mission.

**Meetings:** All meetings will be held virtually. There will be six meetings per year. The meetings will last for a maximum of one hour. Members will be expected to be actively involved.

**Application Process:**

To apply, please submit a written statement (minimum 300 words) to Lifelong@rcoa.ac.uk explaining why you are a good fit for this role. Highlight your relevant experience, skills, and how you can contribute to the Lifelong Learning Platform (LLP). Mention any involvement in similar projects and your motivation for joining.

The Lifelong Learning team will review all applications. Successful applicants will be notified and provided with next steps.