



Job title: Projects Manager

Starting salary: £24,161, rising annually to £26,401,
plus opportunity for performance awards up to £28,850.

ALT is the UK's professional and scholarly association for learning technology practitioners and researchers, based in Oxford. Following a period of continued growth in membership and activities, ALT is looking for another new person to join the staff team. This post is an excellent career development opportunity, offering the successful candidate the chance to make a mark on an influential and growing organisation, spanning the commercial, academic and public sectors. The post attracts university employment benefits including contributory pension scheme, flexitime, family-friendly employment policies, and access to Oxford Brookes University facilities, including part-time courses and the sports centre.

Person specification

Specification	Essential	Desirable
1. Education/Training	2 A-Levels or an equivalent mix of Level 3 qualifications. GCSE Maths at Grade A-C.	Degree or equivalent qualification. A qualification in project management. IT qualifications (eg ECDL, Microsoft Office Specialist) or other vendor certification.
2. Relevant Experience	A minimum of 1 year's management experience, including: - experience of managing budgets - experience of organising administrative support, and developing and co-ordinating office systems and procedures - experience of managing support staff A minimum of 2 years' experience of successful project management.	Experience of planning and co-ordinating research projects. Experience of working with volunteers and/or in the education or technology sectors. Experience of supervising staff. Experience of working in a distributed organisation.
3. Relevant Skills/Aptitudes	Excellent skills in oral and written communication and report writing. Fluent user of the email and the World Wide Web. An understanding of accreditation and qualification frameworks. Budgeting and financial management skills. Effective networker. Effective time management, self motivation and the ability to lead groups and teams. Ability to achieve project objectives against tight deadlines and on budget. Ability to work flexibly, creatively and as part of a team. Confident user of Microsoft Word, Excel or equivalent. Experience of editing web sites and running online systems. Numerical ability and the ability to interpret financial information.	Ability to research, synthesise and analyse complex information in unfamiliar areas. Editing and proof-reading skills. Experience of organising events, meetings and training. Fluency in the use of email mailing lists, and web-based interfaces for the management of email mailing lists.
4. Special Requirements	Availability for occasional out of hours work.	Full, clean driving licence.

Job description

Title of post: Projects Manager

Grade of post: Grade 8, £24,161 – £26,401

Post number: 15682

FT or % P/T: Full time

Principal location of work: ALT Office, Gypsy Lane Campus, Headington, Oxford.

NB: Our current expectation is that the post will be based in ALT's Oxford Office. However we do not rule out considering applications from candidates who would wish to work part of the time remotely from home. If you fall into this category, please make it clear in a covering note to your application.

Immediate line manager: Director – post no 13627

Staff managed: Managing directly employed or agency staff (and giving direction to staff from partner organisations) who are attached to specific projects. Some supervision of the Assistant Administrator.

Qualifications required for post: A Level 3 qualification **or** 2 A-levels **or** equivalent qualification

Experience required for post: A minimum of 1 year's management experience, and 2 years' project management experience.

Overall purpose of post: To manage ALT's accreditation service and to co-ordinate, develop, evaluate and disseminate learning technology-related projects for the Association, and to seek new project funding.

Main duties:

1. Manage ALT's newly launched certified membership scheme (CMALT) - supporting reviewers, advising candidates, managing grading disputes and appeals, managing the promotion of the CMALT scheme World wide and the scheme's long-term development, and related membership services.
2. Research new national and international project opportunities and write project proposals and bids.
3. Financial management - provide project costings, submit bids for external funds and manage budgets up to £100k throughout each project lifecycle.
4. Plan, manage, and report on a portfolio of projects from conception through to completion – monitoring progress against plan and taking action to deal with slippage and unforeseen developments, reporting to committees, and dealing with multiple projects at any one time.
5. Manage any directly employed or agency staff (and giving direction to staff from partner organisations) who are attached to specific projects.
6. Ensure that allocated projects are appropriately evaluated, marketed, and disseminated, managing the procurement of external evaluation services and the subsequent delivery of evaluation contracts.
7. Develop and implement effective office systems and procedures to support project activities - ensuring effective management information systems are in place, maintaining project files, handbooks and databases.
8. Oversee the development and production of membership services and project materials, including writing and editing web-based materials and supervising data collection.
9. Contribute to preparation and production of reports for publication for academic, industry and public sector audiences.
10. Convene and run Project Partner meetings and Steering Group meetings, and liaise with national and international project partners.
11. Act as one of the co-signatories on ALT Bank accounts (and sole signatory for project amounts under £500).
12. Provide support for the Director and Executive Secretary on strategic matters for ALT.
13. Any other duties commensurate with the grade and level of responsibility of this post, for which the post holder has the necessary experience and/or training.



About the Association for Learning Technology

ALT is a growing professional and scholarly association which seeks to bring together all those with an interest in the use of learning technology. With over 200 organisations, and over 500 individuals in membership, ALT:

- promotes good practice in the use of learning technology in education and industry;
- represents the members in areas of policy;
- facilitates collaboration between practitioners, researchers, and policy makers.

ALT is a registered charity governed by a Central Executive Committee (CX), whose members are the trustees of the charity. Certain areas of responsibility are devolved to five committees, which respectively steer ALT's events, publications, membership services, research-related activities, and ALT's work with the Further Education sector.

The work of ALT is undertaken by:

- a staff team based at Oxford Brookes University, consisting of the Director, the Operations Manager, the Events Administrator, the Administration Officer;
- from early 2006, a Projects Manager and a half-time Assistant Administrator based at Oxford Brookes University;
- ALT's committees;
- a network of individuals, most of whom are members of the Association, and many of whom are members of ALT's committees.

The functions of the staff team include:

- supporting the work of ALT's committees;
- managing the finances and the operations of the Association;
- managing membership recruitment and renewals;
- running ALT meetings and events, including ALT-C, the UK's largest annual international academic conference for learning technologists;
- promoting and representing the Association;
- producing ALT publications;
- managing ALT's Certified Membership Scheme.

The current annual turnover of the Association is approximately £600k.

The ALT Executive Secretary is the overall line manager of the ALT staff, reporting, for HR and University-related purposes only, to the Deputy Vice-Chancellor (Academic), and, on all other matters, to the Chair of the ALT Central Executive Committee.

For more information about ALT see <http://www.alt.ac.uk/>

Application process

Please apply using the Oxford Brookes University application form available from <http://www.brookes.ac.uk/vacancy/>

Closing date: 24 February 2006

Ref: 095/15682/SK

Please return completed application forms to: Directorate of Human Resources, Oxford Brookes University, Wheatley Campus, Wheatley, Oxon OX33 1HX.