

# ALT job descriptions and person specifications

30/9/2003

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## Job Description – Events Administrator

<b>Title of post:</b>	Events Administrator	<b>Post number:</b>	
<b>Location:</b>	Gipsy Lane Campus, Headington Oxford	<b>Reports to:</b>	Director
<b>F/T or % P/T:</b>	Full time	<b>Staff Managed:</b>	None
<b>Salary Scale:</b>	APT&C Scale 4-5	<b>Salary Range:</b>	£15,242 – £19,042

### Background

The Association for Learning Technology (ALT) is a professional and scholarly association for learning technology practitioners and researchers. It is funded by subscriptions, income from events and by sponsorship. ALT is a registered charity. The Association runs a major 3-day conference (ALT-C) annually in September, a one-day conference annually in the spring plus a programme of workshops and occasional events throughout the year, including focus group meetings.

Events generally are major revenue earners for the Association. Of these the most significant is ALT-C (expected to produce a surplus of at least £15,000 p.a.), the workshops) and the one-day conference. Most of the costs of focus groups are borne by the companies that sponsor them. In previous years the annual conference has been hosted by member institutions under contract. ALT-C 2004 will be organised very differently, in that for the first time it will be run in a location commissioned to act as host on a commercial basis with ALT taking full responsibility for the whole conference.

The current annual turnover of the Association is approximately £120K. This will increase to over £300k in 2003-2004, as a result of ALT taking direct responsibility for organising the ALT annual conference, ALT-C.

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

## **Purpose of post and duties**

### **Purpose**

The role of the Events Administrator is to work on the day-to-day planning, running and evaluation of ALT events, which include a busy schedule of workshops and one-day events as well as a large annual international conference.

### **Main Duties and Responsibilities**

1. Provide administrative and organisational support to the ALT-C Organising Committee and the ALT-C Programme Committee.
2. Keep the ALT web site events information up to date.
3. Handle all correspondence, phone calls, emails, registration enquiries and payments relating to events, and assist with general office duties.
4. Compile and maintain up-to-date electronic data and/or paper-based files on, for example, events, event organisers, sponsors, venues, and event evaluations.
5. Collect, compile and disseminate evaluation data on ALT events to interested parties.
6. Chase payments for events.
7. Assist with production of promotional and news material.
8. Attend ALT events where necessary to provide organisational and front of house support, and to obtain event-evaluation data.
9. Liaise with presenters, speakers and other participants in events, and with organisations providing venues.
10. Arrange venues for ALT Committee meetings.
11. Set up and maintain email discussion lists.
12. Provide cover during holiday and sickness absence for the ALT Finance and Administration Officer.
13. Undertake all appropriate training and staff development activity in accordance with a planned programme of development for the post.
14. Undertake any other duties and responsibilities as may be determined by ALT, following consultation between ALT and the post-holder.

### Person specification

	<b>Essential Requirements</b>	<b>Desirable Requirements</b>
<b>Educational Achievements</b>	<ol style="list-style-type: none"> <li>1. 5 O-levels, GCSEs at Grade A-C, or equivalent</li> <li>2. Good general education</li> </ol>	<ol style="list-style-type: none"> <li>1. Level 3 or above office administration or business related qualification</li> </ol>
<b>Skills and Abilities</b>	<ol style="list-style-type: none"> <li>3. Ability to work under pressure on own initiative, to deadlines and without close supervision</li> <li>4. Ability to work as part of a team</li> <li>5. Good written communication skills</li> <li>6. Good telephone manner</li> <li>7. Confident user of Microsoft Word and Excel, or equivalent</li> <li>8. Confident user of email and the World Wide Web</li> <li>9. Ability to learn new ICT skills quickly</li> <li>10. Ability to work flexible hours to attend occasional events (e.g. annual conference)</li> </ol>	<ol style="list-style-type: none"> <li>2. User of Microsoft Access database or equivalent</li> <li>3. Basic grasp of HTML and of web-authoring tools such as Dreamweaver</li> <li>4. UK Driving licence</li> </ol>
<b>Experience</b>	<ol style="list-style-type: none"> <li>11. Experience of general office duties such as filing, banking, minute taking, etc</li> <li>12. Event organisation experience</li> </ol>	<ol style="list-style-type: none"> <li>5. Bookkeeping, purchasing and invoicing experience</li> <li>6. Desktop publishing experience</li> <li>7. Experience of working within education</li> </ol>

## Job Description – Administration Officer

<b>Title of post:</b>	Administration Officer	<b>Post number:</b>	13628
<b>Location:</b>	Gipsy Lane Campus, Headington Oxford	<b>Reports to:</b>	Operations Manager
<b>F/T or % P/T:</b>	Full time	<b>Staff Managed:</b>	None
<b>Salary Scale:</b>	APT&C Scale 4-5	<b>Salary Range:</b>	£15,242 – £19,042

### Background

The Association for Learning Technology (ALT) is a professional society for learning technology practitioners in tertiary education. It is funded by membership subscriptions and by sponsorship, and is a registered charity. ALT has an international profile and organises a large annual conference (see [www.alt.ac.uk](http://www.alt.ac.uk)). It also publishes a quarterly newsletter, an academic journal, and runs a website. The activities of the Association are run through four sub-committees (Events, Membership, Research and Policy, Publications) made up of volunteer members. The ALT office is located in Oxford and currently houses 3 staff.

The current annual turnover of the Association is approximately £120K. This will increase to over £300k in 2003-2004, as a result of ALT taking direct responsibility for organising the ALT annual conference, ALT-C.

The Administration Officer is required to support the Operations Manager in maintaining the financial system, databases, and the day-to-day running of the ALT office.

## **Purpose of the post and duties**

### **Purpose**

To support the smooth running of the central office of the Association for Learning Technology primarily in the areas of administration and finance.

### **Main Duties and Responsibilities**

1. To provide administrative support within ALT. Duties include:
  - maintaining data on the ALT members' database (using MS Access) - adding, amending and archiving records, processing renewals and invoices, and chasing late payments
  - chasing Committee Chairs and members for papers for meetings
  - communicating with members via email and maintaining the email folders and distribution lists
  - despatching correspondence, minutes and reports, and keeping a record of all correspondence sent
  - handling the post and liaising with mailing companies
  - acting as first port of call for all enquiries regarding membership and membership payments
  - answering the telephone, transferring and screening calls as appropriate
  - copy-typing, filing and photocopying as necessary
  - keeping track of ALT stationery needs and ordering supplies when necessary
  - making changes to the ALT web site
2. To provide finance support to the ALT office and committees. Duties include:
  - processing, recording and monitoring financial transactions, including purchase orders, staff expenses, invoices, cheques and receipts (using Sage)
  - paying in cheques and processing credit card payments
  - checking bank statements against transactions
  - arranging payments by BACS and tracking incoming BACS payments
  - setting up direct debit payments for ALT subscriptions
  - assisting the Operations Manager in preparing finance reports
3. Provide cover during holiday and sickness absence for the ALT Events Administrator.
4. Undertake any other duties and responsibilities as may be determined by ALT, following consultation between ALT and the post-holder.

### Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Educational Achievements</b>	1. 5 O-Levels, GCSEs at Grade A-C, or equivalent	1. Level 3 or above office administration or business/finance related qualification
<b>Skills and Abilities</b>	2. Word processing skills using MS Word 3. Skills in using spreadsheets including updating existing sheets and setting up new ones (Excel) 4. Familiarity with databases (eg MS Access) and computer finance systems (eg Sage) 5. Confident user of email and the World Wide Web 6. Ability to learn new ICT skills quickly 7. A good command of written and spoken English 8. Good interpersonal skills and able to work well as a member of a small team and on own initiative 9. Good time management skills 10. Ability to deal with a wide range of people at all levels	2. Advanced use of Microsoft Word, Access, Excel, Sage 3. Book-keeping skills 4. Basic grasp of HTML and of web-authoring tools such as Dreamweaver
<b>Experience</b>	11. Experience of employment in and office administration role 12. Experience of preparing, controlling financial data and checking for accuracy	5. Work in education or a voluntary sector organisation

## Job Description – Operations Manager

<b>Title of post:</b>	Operations Manager	<b>Post number:</b>	
<b>Location:</b>	Gipsy Lane Campus, Headington Oxford	<b>Reports to:</b>	Director
<b>F/T or % P/T:</b>	Full time	<b>Staff Managed:</b>	Finance and Office Administrator
<b>Salary Scale:</b>	PO - SCP 33-36	<b>Salary Range:</b>	£26,592 - £29,070

### Background

The Association for Learning Technology (ALT) is a professional and scholarly association for learning technology practitioners and researchers. It is funded by subscriptions, income from events and by sponsorship. ALT is a registered charity. The Association runs a major 3-day conference (ALT-C) annually in September, a one-day conference in the spring plus a busy programme of workshops and occasional events throughout the year. It also publishes a quarterly newsletter, an academic journal 3 times year, and runs a website. The activities of the Association are run through four sub-committees (Events, Membership, Research and Policy, Publications) made up of volunteer members. Each sub-committee reports to the Central Executive. The ALT office is located in Oxford and currently houses 3 staff.

The current annual turnover of the Association is approximately £120K. This will increase to over £300k in 2003-2004, as a result of ALT taking direct responsibility for organising the ALT annual conference, ALT-C.

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

## **Purpose of post and duties**

### **Purpose**

The role of the Operations Manager is to establish and maintain effective and efficient office procedures to support the smooth operation of ALT. These include financial management, business planning, membership services (some of which are web-based), operational support for the sub-committees, and contract negotiation for all services. The Operations Manager will work closely with the ALT Treasurer, the Director and the Executive Secretary, and will attend ALT Committees when required.

This is an executive level role with the post-holder being a member of the ALT management team.

### **Duties**

#### **Main duties and responsibilities**

1. Manage office premises and ensure compliance with agreed procedures.
2. Undertake contract negotiation with suppliers
3. Management and recruitment of office support staff.
4. Work with committee chairs to develop annual business plans and budgets, and manage resource allocation.
5. Management of such budgets to agreed financial targets in consultation with the Association Treasurer, Director, Executive Secretary and Committee chairs.
6. Liase with the host organisation concerning the operation of the contract between ALT and the host.
7. Day-to-day responsibility for financial management and financial transactions, e.g. invoicing, cash balances, purchase orders, invoices, debt chasing, banking and keeping accounts, etc.
8. Prepare management accounts budgets, and forecasts, and exercise financial and budgetary control..
9. Manage the preparation of financial returns, for example to Customs and Excise, Inland Revenue, and the Charities Commission..
10. Produce procedural documents covering the operation of ALT, maintain records of the association and oversee the development and documentation of calendars and schedules for regular processes and events. (The ALT web site will play an increasingly important role in ALT's business processes.)
11. Establish and manage the development of office systems using ICT to best effect.
12. Ensure good communication between ALT and the host organisation.
13. Work with the Director and Executive Secretary to ensure the sub-committees meet their targets and undertake their activities cost effectively and to a high standard.
14. Compile reports on key activities, such as membership recruitment.
15. Provide support for Committee processes and meetings, produce and circulate minutes from Central Executive meetings, organise the Central Executive agenda, and ensure the timely supply of papers in advance of meetings.
16. Deputise for the Director, for example during holiday and sickness absence.
17. Undertake any other duties and responsibilities as may be determined by ALT, following consultation between ALT and the post-holder.

### Person specification

	<b>Essential</b>	<b>Desirable</b>
<b>Educational Achievements</b>	<ol style="list-style-type: none"> <li>1. A degree-level qualification in business studies or related subject; <b>or</b></li> <li>2. A degree-level qualification <b>and</b> a relevant business-related professional qualification, <b>or</b></li> <li>3. A Level 3 office administration/business/finance related qualification <b>and</b> extensive experience in an operational management role at a senior level</li> </ol>	
<b>Knowledge</b>	<ol style="list-style-type: none"> <li>4. Sound knowledge of business procedures and office management</li> </ol>	<ol style="list-style-type: none"> <li>1. Knowledge of Sage accounting software</li> </ol>
<b>Skills and Abilities</b>	<ol style="list-style-type: none"> <li>5. Able to prepare periodic management accounts including departmental performance against budgets, forecasts and cash flow management</li> <li>6. Able to prepare annual financial reports, balance sheets, and returns to Charities Commission, Customs and Excise (VAT) and Inland Revenue</li> <li>7. Able to manage bank accounts</li> <li>8. Ability to achieve value for money in purchasing negotiations</li> <li>9. Good written communication skills and note taking skills</li> <li>10. Confident user of Microsoft Word, Excel or equivalent</li> <li>11. Fluent user of email and the World Wide Web</li> <li>12. Ability to learn new IT skills quickly</li> <li>13. Ability to work under pressure and to deadlines</li> <li>14. Ability to work as part of a team.</li> <li>15. Extremely methodical with a keen eye for detail.</li> </ol>	<ol style="list-style-type: none"> <li>2. UK Driving licence</li> <li>3. Project management skills</li> <li>4. Familiarity with the use of e-commerce to support business operations</li> <li>5. Confident user of Microsoft Access, including the creation of relational multi-table databases</li> <li>6. Basic grasp of HTML, and of web-authoring tools such as Dreamweaver</li> <li>7. Fluency in the use of email mailing lists, and web-based interfaces for the management of email mailing lists</li> </ol>
<b>Experience</b>	<ol style="list-style-type: none"> <li>16. At least 2 years' experience of working at a responsible level in a business or office environment</li> <li>17. Experience of working with a wide range of people at all levels</li> <li>18. Experience of the business use of accounting software</li> <li>19. Staff management experience, including supervising agency and contract staff</li> </ol>	<ol style="list-style-type: none"> <li>8. Experience of working in education</li> <li>9. Experience of working for a subscription-based organisation or charity</li> </ol>