



Date as postmark

Dear Applicant,

**ALT Director of Development**

Thank you very much on behalf of ALT's Trustees for your interest in this post.

To help you with your application, and because this is not a normal University appointment, we thought the following information would be helpful.

1. The Association for Learning Technology (ALT) is a professional and scholarly association for learning technology practitioners and researchers. ALT is a registered charity, and is funded through nearly 800 individual, organisational, and sponsoring membership subscriptions, and through sponsorship, grants, bid-for projects, and its events.
2. ALT runs a major 3-day international conference (ALT-C) annually in September, a range of smaller conferences, and a programme of workshops and occasional events throughout the year. ALT has a web site, and publishes a fortnightly information digest, a quarterly newsletter, an academic journal, and occasional publications. Our most recent members' mailing is included for reference, along with a range of other relevant ALT material.
3. The activities of the Association are run through four sub-committees (Further Education, Membership Services, Publications, and Research) made up of volunteer members drawn from across the learning technology discipline, from inside and outside the UK. Sub-committees report to an elected and co-opted Board of Trustees. The ALT office is located in Oxford. Following a recent restructuring ALT has a staff-complement of about 7 FTEs. (There is an organisation chart included in the pack.)
4. All of ALT's core staff team, which includes the Director of Development, have permanent employment contracts with Oxford Brookes University, but ALT is run independently from the University.
5. The current annual turnover of the Association is approximately £600K, having increased four-fold over the last 5 years. This growth is expected to continue, albeit at a slower rate.

Registered Charity No: 1063519

**Central Executive Committee:** *Liz Bennett, Gayle Calverley, Linda Creanor, Cathy Ellis, Carol Higgison, Robin Mason, Dick Moore, John Phelps, Fred Pickering, Steve Ryan, Nicola Whitton.*

**ALT Ambassadors\*:** *Wendy Hall, CBE, Professor of Computer Science at the University of Southampton; Terry Mayes, Emeritus Professor at Glasgow Caledonian University; John Taylor, leader of the FE Self Regulation Implementation Team.*

\* Ambassadors provide informal advice to ALT on matters within their area of interest, and act as advocates for ALT.

**Registered address:**

**Gipsy Lane  
Headington  
Oxford OX3 0BP, UK  
Phone: + 44 (0)1865 484125  
Fax: + 44 (0)1865 484165  
Email: [admin@alt.ac.uk](mailto:admin@alt.ac.uk)  
<http://www.alt.ac.uk>**

From the recruitment specification you will see that this is a wide ranging role. However, do not be intimidated by the number of clauses in the job description: their inclusion reflects the range of duties which the Director of Development may need to undertake, rather than being the list of activities which the post will continuously be undertaking.

Finally to stress that this role will provide the person we appoint with a chance to make their mark in the learning technology domain, as well as to help ALT consolidate and develop, in line with our 3 year strategy. For the right person, the ALT Director of Development post represents a great career development opportunity, working within an extremely professional and friendly team, and supported by a large group of committed and capable active members of ALT.

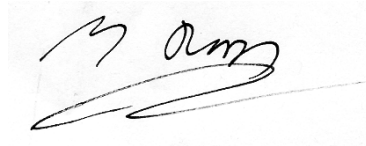
We look forward to receiving your completed application, by no later than the closing date of 5/12/2008.

In the meantime, if you want to discuss the post informally please feel free to call Seb Schmoller (+44 (0)114 2586899) or email him ([seb.schmoller@alt.ac.uk](mailto:seb.schmoller@alt.ac.uk)).

Yours sincerely,



Seb Schmoller  
**Chief Executive**



Steve Ryan  
**Chair of Trustees**