



## Administration Officer - Maternity Cover

The Association for Learning Technology (ALT) represents individual and organisational Members from all sectors and parts of the UK. Our Membership includes practitioners, researchers and policy makers with an interest in Learning Technology. Our community grows more diverse as Learning Technology has become recognised as a fundamental part of learning, teaching and assessment.

Our charitable objective is "to advance education through increasing, exploring and disseminating knowledge in the field of Learning Technology for the benefit of the general public". We have led professionalisation in Learning Technology since 1993.

If you are interested in working with us, see <https://www.alt.ac.uk/about-alt/work-us>.

### Terms and Conditions in brief

Title of post	Administration Officer
Post number	07
Hours	29.6 hours per week (0.8 FTE)
Grade/salary	Salary range £26,495 - £28,936, starting salary pro-rata £21,196
Contract	Fixed-term
Contract Duration	Maternity cover for 1 year fixed term
Annual Leave	25 days annual leave and 8 bank holidays (FTE) pro rata (Annual leave restricted from mid July to mid September due to ALT's business cycle)
Line Manager	Chief Operations Officer

## What the role involves

We are looking for an experienced Administrator to support ALT's membership and events operations. You will be working closely with another Administration Officer and colleagues in a busy, remote team. We use many innovative tools and technologies with opportunities to develop your knowledge and skills.

As ALT's Administration Officer you will work across all of ALT's areas of activities including all membership activities and events. You will spend a significant amount of time each week collaborating virtually (using our video conferencing tools, Google Meet, and Google Chat) with colleagues within the staff team. Specifically, the role of the Administration Officer involves:

1. Deal with general enquiries including managing a wide range of enquiries particularly by telephone and email.
2. Administrate ALT's events including registrations, publicity, answering enquiries from participants and speakers, and production of conference materials.
3. Provide administrative support for membership services including new members joining, membership renewals and regular communication for Members.
4. Compile the weekly news digest for Members and promote new publications including journal articles.
5. Administrate meetings of Members Groups and Special Interest Groups and provide updates to our website and on social media.
6. Provide administrative support for online operations including website content maintenance and supporting online events.
7. Contribute to the streamlining and currency of all administration processes.
8. Provide administrative support for projects ALT undertakes, taking on responsibilities commensurate with the level and grade of this post.
9. Attend occasional meetings and events on ALT's behalf; this may involve occasional weekend, and evening work, and travel within the UK, and will include attendance at the ALT annual conference somewhere in the UK.
10. Contribute to the development and implementation of the ALT Strategy.
11. Undertake training to ensure appropriate professional skills are acquired or developed.
12. Provide occasional holiday and sickness cover for posts at the same level.
13. Undertake any other duties and responsibilities as may be determined by ALT that are commensurate with the level and grade of this post.

## What we are looking for

	<b>Essential</b>	<b>Desirable</b>
Education / training	A degree-level qualification or a Level 3 office administration/management qualification.	CMALT
Relevant experience	<p>At least 3 years experience working in an administration role or a comparable role.</p> <p>Using G Suite (Gmail, Docs, Sheets, Calendar, Drive) in a professional context.</p> <p>Experience using social media, in particular Twitter and Hootsuite, for public communications.</p> <p>Experience of working independently and as part of a team.</p> <p>Experience of working in a public-facing role, including handling a wide range of enquiries particularly by telephone and email.</p>	<p>Experience of working within a remote organisation.</p> <p>Experience of working in the education or charity sectors</p>
Relevant skills and aptitudes	<p>Very good communication skills both spoken and written.</p> <p>Ability to communicate effectively at all levels, including staff, volunteers and members of the association.</p> <p>Ability to use content management systems including updating internal records and public web pages and knowledge of essential accessibility standards.</p> <p>Ability to devise and implement administration workflows.</p> <p>Excellent attention to detail and ability to work accurately.</p> <p>Ability to organise and prioritise work to meet deadlines.</p>	<p>Experience of using CiviCRM contact management system</p> <p>Experience of using Drupal and WordPress content management systems</p>

<p>Special requirements</p>	<p>Able to occasionally travel to venues, work away from the office and stay away from home overnight, including at the ALT annual conference in early to mid September between Sunday and Thursday inclusive. Please note, extended leave between mid-July and the ALT Annual conference in September is considerably restricted.</p> <p>A working space and environment which permits you to work from home (ALT will provide a computer (Chromebook) and peripherals.</p>	
<p>Other</p>	<p>Commitment to and interest in ALT's aims and values.</p>	

# What ALT offers you

- All necessary equipment to undertake the role provided.
- 25 days annual leave and 8 bank holidays (FTE) pro rata.
- A 12% employer contribution to a defined Contribution scheme, Royal London Balanced Lifestyle and voluntary employee contributions from 0%.
- Sick pay: Up to 4 weeks at full pay and 4 weeks at half-pay in any 12 month rolling period after 12 months continuous employment.
- A monthly tax-free £26 allowance to assist with working expenses.
- Supportive working environment, with a commitment to effective flexible working arrangements.
- Comprehensive induction programme and tailored professional and personal development programmes, including coaching.
- Regular team meetings, line-management meetings and frequent team 'catch-up's', peer support and operational planning mechanism.
- A commitment to promoting and developing equality of opportunity in all our functions.

## How to apply

Please apply by sending your CV and a cover letter which explains how your skills and experience meet the person specification and why you would like to work for ALT.

We review all applications as they arrive and invite candidates, who meet the person specification, to a virtual interview and skills test.

During the interview you will meet the staff team and have the opportunity to ask questions. Due to the volume of applications we receive, we are not able to provide feedback to candidates who are not shortlisted.

Email [recruitment@alt.ac.uk](mailto:recruitment@alt.ac.uk) for an informal conversation about the role.

**Email your CV and cover letter to [recruitment@alt.ac.uk](mailto:recruitment@alt.ac.uk).**