



## Administration Officer 2019

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 for us, have a look at our website <https://www.alt.ac.uk/>.

### Administration Officer

The role is **29.6 hours per week (0.8 FTE) and home-based** and will require some travel for regular team meetings and participation in events. You will be part of a small, distributed team working mostly online.

We are looking for an experienced Administrator able to support a wide variety of workflows for ALT's membership and events. You will be working closely with colleagues in a busy, distributed team, and bring the ability to prioritise your own workload and learn new things. We use many innovative tools and technologies with opportunities to develop your knowledge and skills.

Closing date for applications: 5pm on 15 April 2019  
 Candidates will be notified: by 26 April 2019  
 Interviews scheduled for: between 3-8 May 2019 (virtual interview and practical test)  
 Start date: this position is available now

### Terms and Conditions in brief

Title of post	Administration Officer
Post number	007
Hours	29.6 hours per week (0.8 FTE)
Salary	Salary range £26,495 - £28,936, starting salary pro-rata £21,196
Contract Duration	Permanent
Annual Leave	25 days annual leave and 8 bank holidays (FTE) pro rata
Line Manager	Chief Executive, reporting operational day to day to Events Manager

## What the role involves

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 Hangouts/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 providing updates to our website and on social media.
6. Provide administration for online operations and contribute to the streamlining and currency of all administration processes.
7. Provide administrative support for projects ALT undertakes, taking on responsibilities commensurate with the level and grade of this post.
8. 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.
9. Contribute to the development and implementation of the ALT Strategy.
10. Undertake training to ensure appropriate professional skills are acquired or developed.
11. Provide occasional holiday and sickness cover for posts at the same level.
12. 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

	Essential	Desirable
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 a administration role/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 on own initiative 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 distributed organisation</p> <p>Experience of working in the education or charity sectors</p>

Relevant Skills and Aptitudes	<p>Very good communication skills both orally and written</p> <p>Ability to communicate with all levels of contact, staff and volunteers, within the association</p> <p>Ability to use content management systems including updating internal records and public face 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 own work to meet deadlines</p>	<p>Experience of using CiviCRM contact management systems</p> <p>Experience of using Drupal and WordPress content management systems</p>
4. Special Requirements	<p>Able to occasionally travel to venues, work away from the office and occasionally stay away from home overnight, including at the ALT annual conference in early to mid September between Sunday and Thursday inclusive (Because of the timing of the ALT conference, the opportunity to take extended leave between mid-July and the ALT conference 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. Employees receive a monthly £18 allowance to assist with utility costs including reliable broadband connectivity).</p>	
5. Other	<p>Commitment to and interest in ALT's aims and values.</p>	

Last updated: March 2019

## How to apply

Please apply by sending us your CV together with a cover letter which explains how your skills and experience meet the personal specifications and why you would like to work for ALT.

We review all applications and then invite short-listed candidates to a virtual interview and 1 hour skills test. During the interview you will meet the staff team and have the opportunity to ask questions. We notify all candidates after the closing date whether they have been shortlisted, but due to the volume of applications we usually receive we are not able to provide feedback to candidates who are not shortlisted.

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