ASSOCIATION
FOR LEARNING
TECHNOLOGY **ALT**

Join us as Chief Operations Officer

The Chief Operations Officer (COO) is responsible for day-to-day operation of ALT, including technical infrastructure and systems used to deliver ALT's services to 3,500 Members. The COO acts as the Deputy for the Chief Executive and represents and advocates for ALT with our key stakeholders across sectors.

This is an opportunity to see projects through from conception to completion and play a part in shaping how we work and what we do. You will be reporting directly to and working closely with ALT's CEO and have opportunities to develop your own skills in running an organisation in an innovative and human way.

We are a small independent charity which empowers staff to take ownership of their activities and make a positive difference for our community.

We offer excellent terms and conditions of employment, a flexible approach to working and a transparent and supportive working environment. All recruitment and selection is undertaken in line with ALT's aims and values and in accordance with ALT's policy on equality and diversity.

Contact us jobs@alt.ac.uk for an informal conversation or to find out more.

Apply by sending us your covering letter and your CV by **17 September 2021**. All candidates will be notified after the initial short-listing by the end of September and short-listed candidates will be invited to online interviews in October.

Terms and Conditions in brief

Title of post	Chief Operations Officer
Post number	009
Full Time Equivalent (FTE)	0.8 FTE (30 hours per week)
Grade/salary	Grade 11, £44,992 - £49,149 FTE and up to £53,691 with a pro-rata starting salary of £ 39,319.20
Contract Duration	Permanent
Location	Home-based, within a distributed model. UK wide travel and overnight stays will be required as Covid-restrictions allow
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)
Reports to	Chief Executive
Staff managed	Events Manager Membership & Professional Development Manager Administration Officer Casual staff as required

What the role involves

Chief Operations Officer is responsible for:

1. Day to day operations of ALT, including technical infrastructure and systems used to deliver ALT's services to 3,500 Members: including ALT's main website and subsidiary websites and platforms, managing external contractors and service providers.
2. Managing our main website security and maintenance including managing problems with the website and security breaches in liaison with external suppliers.
3. Development and delivery of blended services and revenue streams: such as online delivery of events, training and CPD activities, annual awards ceremonies and professional recognition schemes.
4. Internal operations supporting the home-based staff team: including ALT's IT infrastructure including connectivity and logistics, Google for Education domain and hardware as well as helping to shape our blended approach as a distributed team.
5. Line Management: Work with and manage members of the staff team, collaborating across activities as required.
6. Developing staff skills: contribute to the development of skills internally and knowledge sharing within the organisation.
7. Representing ALT and advocate on behalf of ALT: Represent ALT at events/meetings at all levels. Attend events and meetings on ALT's behalf and represent the work of the Association through conference presentations or reports.
8. Deputise for the Chief Executive: including supporting the Board of Trustees, attending meetings on behalf of ALT and providing holiday cover
9. Attend and report to Board of Trustee meetings and meet with the Chair of ALT in the first three months of employment.

General
- Attend 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 in the UK.
- Contribute to the development and implementation of the ALT Strategy.
- Undertake training to ensure appropriate skills are acquired or developed.
- Provide occasional holiday and sickness cover for posts at the same or lower level.
- Undertake any other duties and responsibilities as may be determined by ALT that are commensurate with the level and grade of this post.

Personal specification- Who we are looking for

	Essential	Desirable
Education / Training	Graduate degree or equivalent in a related discipline	Relevant professional qualification Post-Graduate degree Holder of CMALT, Certified Membership of ALT
Relevant Experience	Significant experience of working in a team-based environment where extensive use is made of Web based systems, and where a key focus of the work has been on managing information Extensive experience of online and face to face operations and managing event logistics Substantial experience of developing and delivering innovative blended services and revenue streams At least two years line-management experience, including supervision, appraisals and organisational duties such as absence management and staff support At least two years experience in managing budgets and supplier contracts	Track record in a learning technology role Experience of writing reports for and presenting to Board level personnel Established social media presence including social networks and blogs
Knowledge	Sound and practical understanding of project management processes and tools Knowledge and understanding of current teaching, learning and IT issues in education Knowledge of current developments in educational technology	Knowledge of maintaining and developing the WordPress and Drupal platforms.

	Good working knowledge of IT infrastructure, web-based systems and technologies	
Relevant Skills and Aptitudes	Excellent emotional intelligence with the ability to successfully wear many hats in a small distributed organisation	UK driving licence
	Strong track record of effective collaboration and working with distributed communities	
	Excellent communication skills, including the ability to make presentations, and to represent the work of the Association	
	Able to research and write clear reports Strong interpersonal skills, including the ability to network with, engage with, and collaborate with people in a diverse range of roles	
	Excellent organisational, time-management, and team management skills	
	Able to work flexibly to meet the needs of the organisation and our members	
	Expert user of email and the internet and advanced user of Microsoft Word, Excel, or G Suite for Education applications (Docs, Sheets, Slides etc)	
	Strong ability to learn new IT skills quickly including new tools	
4. Special Requirements	Able to travel to venues 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 leave between mid-July and the ALT conference is considerably restricted).	

	A working space and environment which permits you to work from home (ALT will provide a computer and peripherals. Employees receive a monthly £18 home-working allowance to assist with utility costs including reliable broadband connectivity).	

https://www.alt.ac.uk/about-alt/work-us