ASSOCIATION FOR LEARNING TECHNOLOGY | ALT

Membership Manager 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/ .

Membership Manager

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 Manager able to lead ALT's work with its growing Membership and CMALT professional accreditation framework. Reporting directly to ALT's Chief Executive you will be working closely with colleagues in a busy, distributed team, and bring the ability to manage competing deadlines. We use many innovative tools and technologies with opportunities to develop your knowledge and skills.

Closing date for applications:	5pm on 23 April 2019
Candidates will be notified:	by 30 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	Membership Manager
Post number	008
Full Time Equivalent (FTE)	29.6 hours per week (0.8 FTE)
Grade/salary	Grade 9 pro-rata Grade 9, £34,520 - £37,706 FTE and up to £41,212, normal starting salary £27, 616
Contract Duration	Permanent

Annual Leave	25 days annual leave and 8 bank holidays (FTE) pro rata
Line Manager	Chief Executive
Staff managed	Casual or project staff as needed

What the role involves

ALT's activities are mostly focused online, supporting the work of and providing services to over 3,5000 Members across the UK and internationally. Our membership is growing and now represents half of the Association's annual income. The Membership Manager works across all of ALT's areas of activities to provide membership services and manages CMALT, our professional accreditation scheme. Specifically, the role of the Membership Manager involves:

1. Run ALT's membership services in collaboration with other staff and in line with the ALT Strategy.
2. Develop and manage ALT's membership services for individuals and organisations across all sectors ensuring annual targets for recruitment and retention are met.
3. Develop and manage ALT's Certified Membership scheme, CMALT including administering the assessment process, supporting candidates and promoting the scheme.
4. Support the work of Members and Special Interest Groups, their governance and development through the ALT Assembly.
5. Report on progress to Members, Groups and Committees.
6. Manage project plans, risk registers or budgets relating to membership services.
7. Lead on the streamlining and currency of all processes associated with membership services.
8. Contribute to membership related internal or external projects ALT undertakes, taking on responsibilities commensurate with the level and grade of this post.

General
1. Represent ALT at events, promote ALT and establish new and develop existing relationships with partners and stakeholders, 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.
2. Contribute to the development and implementation of the ALT Strategy.
3. Undertake training to ensure appropriate skills are acquired or developed.
4. Provide occasional holiday and sickness cover for posts at the same or lower level.
5. 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
1. Education / Training	Level 3 qualifications or a degree level qualification, preferably in charity management, academic/education management or related subject and substantial prior experience in a similar role	CMALT Interest in Learning Technology
2. Relevant Experience	At least 3 years experience working in a managerial role/a comparable role	Experience of working within a distributed organisation

	Significant experience of professional development and/or professional accreditation

Strong experience of using G Suite (Gmail, Docs, Sheets, Calendar, Drive) in a professional context

Experience using social media, in particular Twitter and Hootsuite, for public communications

Experience and confidence when working with internal and external stakeholders at all levels.

Experience of working on own initiative and as part of a team

Experience of working successfully under pressure to manage a number of competing deadlines simultaneously, prioritising workload to ensure deadlines are met | Experience of working in the education or charity sectors

Management of professional accreditation development schemes within education |
| 3. Relevant Skills and Aptitudes | Excellent communication skills both orally and written

Ability to communicate with all levels of contact, staff and volunteers, within the association

Ability to use content management systems including updating internal records and public face web pages and knowledge of essential accessibility standards

Ability to devise and implement complex administration workflows

Excellent attention to detail and ability to work accurately

Awareness of the Data Protection Act and GDPR inclusion and accessibility | Experience of using CiviCRM contact management systems

Experience of using Drupal and WordPress content management systems |
| 4. Special Requirements | 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).

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).	
5. Other	Commitment to and interest in ALT's aims and values.	

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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Email your application or enquiries to jobs@alt.ac.uk.