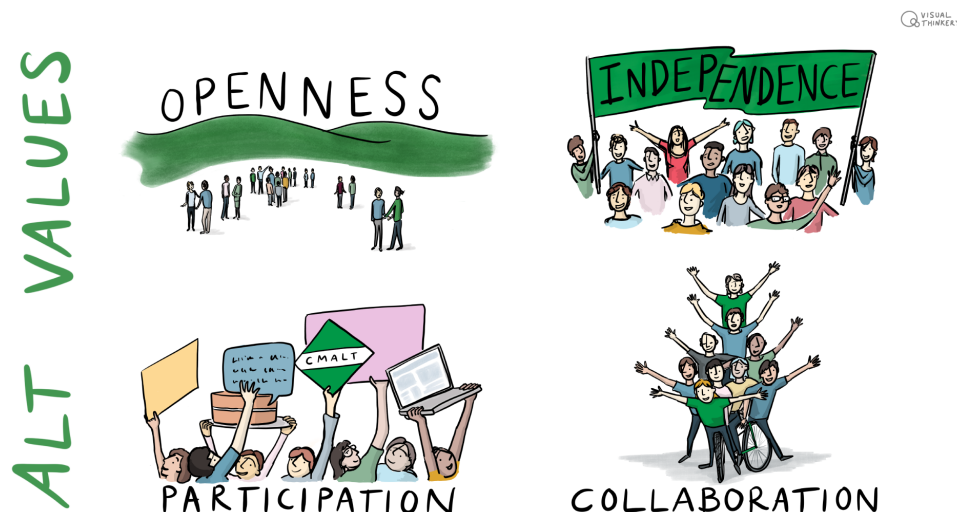


Overview of our staff benefits

ALT's ethos as an employer is shaped by our [aims and values](#) and our policies on [equality and diversity](#).

As an independent charity we are a small employer and passionate about our staff team's recruitment, retention and continued professional and personal development.



As an organisation openness is one of our core values and we thus support open approaches to working and leadership. For example, we invite visitors, including experts and Trustees to team meetings to share knowledge on specific topics and contribute to our thinking.

Being part of a learning organisation

As a small and agile staff team we collaborate closely and work on projects developing new services for our Members.

We take an iterative approach to innovation as a learning organisation, and we:

- Provide a comprehensive, team-led on-boarding and induction process;
- Provide in-house training on all systems and tools ALT uses;
- Run weekly "show & tell" sessions at team meetings, sharing resources and tips;
- Organise regular sprints and collaborative sessions as a team;
- Conduct interim and annual appraisals, including a review of development undertaken and plans for future development.

Support in response to COVID-19

In response to COVID-19, ALT is taking extra steps to support staff. Whilst most of ALT's operations will continue as normal we need to prioritise well-being during a pandemic.

- Weekly team check-in at the start of team meetings provide a safe space to share how we are doing;
- We have adopted a no-travel policy to safeguard staff health and wellbeing;
- HR support and regular check-ins to monitor how everyone is getting on and provide support;
- Offer flexibility for staff who have caring responsibilities and family responsibilities including home schooling;
- Enable staff to use CPD budget to access counselling and coaching.



Development opportunities

We also offer support for external professional and personal development. This includes:

- attendance at conferences
- taking part in courses
- further training or study

ALT usually covers travel and subsistence costs for CPD activities and our annual budget includes funds set aside specifically for direct costs of external development, which are on average £500 per member of staff per year.

ALT usually supports staff to undertake CPD activities in their working hours. However special leave can also be requested if required.

Priorities for professional development are generally identified as part of the appraisal

process and agreed with your Line Manager, who can also provide approval for specific activities such as conferences or course attendance.

As a small charity our resources may be limited, but we leverage our partnerships and our network to offer a wide range of opportunities for our staff.

Mentoring

ALT has supported staff by providing mentoring, both with external mentors and also more informally through ALT's Board of Trustees.

Mentoring may be particularly relevant to recently appointed senior staff and staff with management responsibilities.



Professional development opportunities with ALT

Staff have further professional development through ALT's activities and engage in groups or events that they are interested in.

Individual Membership

ALT usually waives the fees for individual memberships of members of staff including CMALT registration fees.

Awards

Members of staff are not usually eligible to be nominated for the Learning Technologist of the Year Awards and staff should refer to the relevant award criteria as required. The Chair's Award permits staff to be nominated by members (but staff are not eligible to make nominations themselves).

Events

Staff are welcome to submit proposals to all ALT events and conferences, but should make the relevant Conference Co-Chairs and the staff managing the event aware of their submission. Usually submissions made by staff will be peer-reviewed by the Conference Co-Chairs. If accepted, staff-led sessions will be scheduled taking into account the member of staff's role and responsibilities during the event.

CMALT

Staff are encouraged to gain CMALT accreditation. Staff should include a note in their submission which declares their conflict of interest and their submission will be peer-reviewed by assessors who are Trustees of ALT. Usually, the result of the assessment process can be communicated directly by the assessors, copying the relevant manager into the communication.

Groups

Staff are encouraged to participate in local Member Groups and Special Interest Groups. Staff need to ensure that Group Officers are clear whether their participation is in a formal capacity or independent of that.

Publications

Submissions for the ALT blog or journal should be made to the relevant editor via the normal submission processes. Note, if appropriate, your affiliation with ALT. The journal's double-blind peer review process will be carried out as normal.

Governance

Members of staff should not stand for election as Trustees of ALT and should not express an interest in being appointed as a Trustee or a representative in the ALT Assembly. Members of Staff are welcome to join groups such as Conference Committees in an independent capacity provided this does not conflict with their duties. If in doubt, please ask your Line Manager.



Research within ALT

ALT's Board of Trustees and Chief Executive generally support requests to carry out research within ALT. For example, previous research carried out includes:

- research into ALT events as part of a Master's programme;
- research for externally funded projects on ALT's approach to Open Access publishing, the OcTEL course and Member discussion list;
- Research focused on the changes to professionalism in Learning Technology.

Requests for staff development relating to research are handled on an individual basis. We generally support research that has clear relevance to the role of the applicants, is aligned to ALT's aims and values as a professional body and which shows that ethical implications have been considered.

Core benefits

We offer flexible working as part of a fully distributed, virtual team and core benefits for all employees include:

- Home-based working with tax-free home-working allowance of £18.00 per month
- All necessary equipment to undertake role provided
- 25 days annual leave, 8 bank holidays and 5 discretionary days
- 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
- Travel 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 mechanisms.

Last updated: 11 January 2021