

Job Description

Post: Professional Learning Events Coordinator for School Leaders Scotland

Reports to: General Secretary School Leaders Scotland

Job purpose

- To support the professional learning of colleagues through the leadership of all professional learning activities.
- To coordinate SLS Professional Learning
- To work alongside the Administration and Finance Manager in the creation and delivery of the SLS Professional Learning programme.
- To provide a high level of service both to SLS colleagues and other professionals engaged in delivering professional learning activities and to members in schools and colleges.
- To ensure that the Professional Learning programme is an income stream for the Association.
- To forge and sustain partnerships with education stakeholders.

The post-holder is subject to the policies of SLS as determined by Council.

General duties

1. Leadership, coordination and administration of a full range of SLS Professional Learning activities including both virtual and in person delivery.
2. Leadership, planning and coordination of Conference Programme (speakers, etc.)
3. Ensuring that the highest quality level of service is provided at all times.
4. Working with and understand the roles of other SLS employees.
5. Complying with data protection principles in accordance with GDPR act (2018) Including UKGDPR and any subsequent amendments.
6. Promoting and presenting SLS in a positive image both within and outside the work environment.
7. Fulfilling such other reasonable duties as requested by the General Secretary and commensurate with the post.

Specific duties

1. To coordinate SLS Professional Learning activities using agreed processes and systems
2. To call and chair meetings of the SLS Professional Learning Committee
3. To chair the Professional Learning Steering Group
4. To create and publicise the SLS Professional Learning programme
5. To schedule events, aligning them with academic windows and the SLS calendar
6. To utilise the website and other platform management facilities to edit and manage content and information relating to events.
7. To host SLS Professional Learning online and face to face events
8. To liaise with the General Secretary and Admin and Finance Manager over speaker/presenter fees/contracts if appropriate.
9. To set up and create content for publicising SLS Professional Learning events.
10. To assist with marketing campaigns to increase participation and raise awareness of the SLS Professional Learning offer.
11. To undertake a proactive, systematic series of direct contacts with members to elicit Professional Learning needs.
12. To ensure evaluation data on events is collected and collated following agreed processes and systems and shared with Council.
13. To promote SLS whilst at events to increase membership.
14. To carry out other general administration duties related to SLS professional learning.

Special conditions

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a

reconsideration of the grading of the post.

This job description will be reviewed annually and may be amended, in consultation with the post-holder, to meet the changing needs of the Association.

Person Specification

Post: Professional Learning Events Coordinator
Reports to: General Secretary

Experience and qualifications

- Degree or equivalent level qualification.
- In-depth knowledge of current education policies, and the education system.
- A career that will have credibility with SLS members.
- Driving licence and access to a vehicle.
- Recent and relevant experience as a school or college leader (within the last year preferable and no longer than two years).

Skills

- Strong communication skills. Ability to present information persuasively, accurately and concisely, verbally and in writing. Strong advocacy skills. Developed listening skills.
- Ability to think strategically and tactically.
- Ability to manage, implement and deliver policy objectives and achieve results.
- Good organisational and analytic skills. Ability to work on several projects at the same time and to prioritise effectively. Ability to quickly understand, summarize and respond to lengthy and complex documents.
- Familiarity with aspects of education and employment law.
- Proficiency in communication by email and general computer literacy and competent in the use of IT systems in general and Microsoft Teams in particular.
- Disciplined approach to record-keeping and entering own programme in Outlook diary.

Personal qualities

- Ability to subscribe to the principles of the association and support its purposes and aims.
- Full commitment to the interests of the association's individual members and willingness to put their needs first.
- Ability to work flexibly and with sensitivity, especially when dealing with members in stressful personal situations. Willingness on occasions to work long hours, including evenings and at weekends.
- Integrity. The capacity to maintain confidentiality.
- Self-motivation. Ability to work effectively without close direction.
- Capacity to accept direction, and work as part of a team. Willingness to seek advice and support when necessary.
- Good interpersonal skills. Approachable and caring. A presence that inspires confidence. Ability to build rapport across a wide range of people.
- Vigour, stamina, perseverance, and good humour.