

Education Support

Terms of Reference

TERM OF OFFICE: Three years

SELECTION: Individuals will put their names forward to the Nominations Committee who will select the most appropriate candidate.

QUALITIES REQUIRED

- Diplomacy and leadership skills
- Excellent communication and interpersonal skills
- Ability to respect confidences
- Understanding of and commitment to the organisation's mission and values
- Commitment to the role
- A passion for support practitioners to develop professionally
- Experience of education programme development (desirable but not essential)
- Experience of online learning programme development (desirable but not essential)

ROLES & RESPONSIBILITIES

- To support the Education Lead to facilitate and oversee decisions on the education strategy and related projects made by the Education Committee
- To deputise for the Education Lead, if required
- To support the Education Lead (or deputise if necessary) to clarify and explain, lead and control, and involve all members of the Education Committee, to ensure that the meetings of the Education Committee are conducted appropriately and fairly, and that action points are agreed and noted
- To support the Education Lead (or deputise if necessary) to ensure that the Education Committee works to its Terms of Reference by supporting and coaching members to understand their role
- To support the Education Lead (or deputise if necessary) to report back to Board of Directors

ANTICIPATED TIME COMMITMENT: Six to eight days per year

- Attendance at Board of Director meetings: *two face to face meetings per year, plus ten one-hour teleconference meetings per year. More frequent teleconference meetings may be required at intense periods of work.*
- Attendance at Education Committee meetings: *two face to face meetings per year, plus two teleconference meetings per year. More frequent teleconference meetings may be required at intense periods of work.*
- Ad hoc phone calls and/or email exchange for advice and guidance with paid staff

REMUNERATION

Travel expenses (and accommodation if appropriate) to face to face meetings will be reimbursed.

To be reviewed every 12 months.