

Education Manager: Position Description

Learning Difficulties Australia (LDA) is seeking to recruit an Education Manager to fill up to 23 hours (approximately the equivalent of three days) per week paid administrative position, in a flexible working environment. The Education Manager will be tasked with assisting the association to run a successful professional development program.

Introduction and Background

LDA is a not-for-profit incorporated association that has a strong history of providing evidence-based support to teachers and other professionals in the area of effective teaching practices for the prevention of, and intervention for, learning difficulties.

The financial viability of LDA is based on income from membership fees and charges for professional learning events.

LDA member benefits include discounted access to quality professional learning events and access to two highly regarded publications, the Australian Journal of Learning Difficulties and the LDA Bulletin.

LDA membership includes a sub-group of Consultant LDA Members, who are a self-regulating group of highly qualified and experienced teachers and other allied health professionals.

The association is managed by the LDA Council, which consists of five executive honorary officers and nine ordinary members. The LDA Council members are all volunteers in their position.

In the past, all LDA's professional learning events have been planned and organised by the Professional Development Committee within Council, assisted only by a paid Administration Officer. It has become recognised that it is no longer efficient to depend on volunteers to plan and organise LDA's professional learning events.

LDA Council has therefore voted to invest in a paid administrative 'Education Manager' position to ensure that the quality and viability of LDA's professional learning events can be retained in an increasingly competitive landscape.

Position Overview

The Education Manager's tasks will include:

- Developing a rich calendar of professional learning events
- Managing each event by:
 - Recruiting presenters
 - Organising venues and other logistics for online and in-person events
 - Organising speaker agreements
 - Organising the marketing of the events
 - Supervising the presentation of the events
 - Carrying out and reporting on evaluations of the events
 - Hosting regular webinars
 - Reviewing the presentations of speakers prior to events
 - Attending in person events run by LDA and other organisations
 - Review the content of speakers presentations prior to events and ensure they are in line with evidence, research and best practice and that all sources of information are correctly and adequately referenced
- Producing a monthly e-newsletter to distribute to members

Particular attention will have to be paid to niche markets for LDA and innovative forms of professional learning delivery.

The Education Manager will work with the Professional Development Committee and will report to the LDA President (and also to the LDA General Manager, if that position is filled). The Education Manager will also work closely with the Administrative Officer to oversee the administration of professional learning events. Activities in the role may develop over time, subject to time being available. As the Education Manager will be part of a small team, there is an expectation that the incumbent will cover some of the duties of the Administration Officer and the LDA General Manager in the event that these colleagues are on leave in order for the operations of the association to continue.

Required Skills

Strong networking, organisational and project management skills will be required, as well as sound and up-to-date knowledge of the field.

The Education Manager will need to:

- Keep abreast of evidence-based research developments and teaching practices in the field of literacy, numeracy and learning

- Demonstrate awareness of how to deliver professional learning effectively
- Demonstrate flexibility and innovation with respect to designing forms of professional learning that will attract participants in an increasingly competitive and crowded field
- Be able to communicate well with presenters and program writers
- Recognise that the LDA Consultant members form an important stakeholder group with distinctive needs.

The Education Manager will need to work closely with the LDA Council to develop a reasonable budget for each year.

Performance Criteria

The Education Manager's achievements will be assessed against the following performance criteria:

- Development of a rich, varied professional learning calendar
- Efficient project management of the professional learning events, including budgeting
- Quality of reporting to LDA Council

This new position will be established for two years in the first instance, with the possibility of renewal subject to satisfactory performance and available funding.