



ASSOCIATION EDUCATION OFFICER Role & Responsibilities

Rule 11.7 states: “The EDUCATION OFFICER shall provide advice and guidance on the recruitment and training of new and existing ringers and coordinate training events at Association and District level as required, including working with recognised national bodies offering training and guidance. The Education Officer shall normally chair the Recruitment & Training Sub-Committee.”

The Education Officer is a Charity Trustee under the Charity Act.

The Role

- Be the key contact point for District Education Officers (and thereby Districts / Towers) for advice on recruitment, training and education within the Association.
- Chair the Recruitment and Training sub-committee.

Specific Responsibilities

- Act within, and promote, the Rules and Policies of the Association, particularly (but not limited to) regarding:
 - Health & Safety, Privacy, Standard of Conduct, Safeguarding, Risk Management, Complaints and Delegation
- Identify and support opportunities for recruitment across the Association.
- Maintain the Association online resources including adding users and encouraging members to contribute.
- Support District Education Officers (DEOs) in providing / developing training in response to local tower and District needs. This may include:
 - Providing recruitment and/or education / training materials from the resources maintained for Association use.
 - Referring DEOs to other sources of material (e.g. Central Council Website, Sherbourne Teaching Aids etc).
 - maintaining a database of trainers / teachers willing to undertake training on the Association's behalf.
 - Organising / providing training for new trainers / teachers and for them to be added to the database.
 - Providing information about training available in other Districts.
- Co-ordinate arrangements for the Association's Annual Training Day.
- Encouraging the adoption of good teaching and ringing practices including those promoted by ART (association of Ringing Teachers) and any other organisation that can help the Association meet its objectives.
- Provide up-to-date information for the training and education page of the Association website.
- Maintain the Training Diary, a summary of training offered across the Association.
- Manage correspondence and refer enquiries of expressions of interest in learning to ring to suitable local towers.

Trustee and Management Committee Meetings

- Attend Trustee and Management Committee meetings.
- Provide written reports as requested.
- Carry out any decisions and actions arising from those meetings.

Recruitment & Training Sub-Committee

- Schedule and chair sub-committee meetings.
- Upload Minutes from those meetings to the Association website and advise Trustees when they are available.
- Review all grant applications and then either approve grants up to a sum of £250 or for proposals for higher value make recommendations to the Association Management Meeting.
- Regularly review and update where necessary associated strategy and policy documents.

Other

- Provide a written report for the Annual Report.
- Liaise with the Essex Course Convenor to support the Essex Ringing Course.