



ASSOCIATION EDUCATION OFFICER

Job Description & Responsibilities

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

- To be the key contact point for District Education Officers (DEOs) (and thereby Districts /Towers) for advice on training, education and recruitment within the Essex Association.
- To maintain the Association online resources bank.
- To support DEOs in providing and developing training courses in response to local tower and District needs. This may include:
 - Providing education, training and recruitment materials from the resources bank maintained for Association use.
 - Referring DEOs to other sources of material (e.g. Central Council Website, Association of Ringing Teachers).
 - Forming and 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.
- To organise and provide Association wide training (e.g. Association Training Days) plus Association of Ringing Teacher (ART) training as required.
- To provide up-to-date information for the training and education page of the Association website.
- To maintain the Training Diary, a summary of training offered across the county.

Trustee Meetings:

- Attend Trustee Meetings and report on Education and Training matters.

Management Committee Meetings:

- Attend the February and October Executive Committee Meetings.
- Provide written report as requested by Association Secretary.
- Carry out any decisions and actions from the meeting.

Recruitment and Training Sub-committee meeting:

Schedule and chair the sub-committee meetings, ensuring that minutes are posted on the EACR website, and Trustees are notified when these minutes are available

Consult with sub-committee members on grant applications and advise the Association Treasurer of grants approved up to £250, and take proposals for grants of higher value to Management and Trustee meetings.

Annual Report:

- Provide Education Officer's Report as requested by the Report Editor

Miscellaneous:

- Manage general correspondence relating to Training and Recruitment, normally by email
- Liaise with and support the Essex Course Convenor (the person in this role is a member of the Recruitment and Training Sub-committee)



EDUCATION OFFICER – Person Specification

Introduction

Is training bell ringers one of your passions - do you feel rewarded when one of your learners makes progress? Do you feel proud of the Association's track record in training as shown by the Essex Ringing Course? Would you like to be part of continuing this tradition?

Skills Required

Are you a good organiser and do you like reaching out to others to invite them to partake in Association activities and roles?

Skills Not Required (myth-busting)

You do not have to have run any courses yourself but you'll enjoy attending training at a variety of levels. You do not have to be a bell handling teacher but you'll value promoting good teaching. You do not need to have advanced ringing skills yourself such as being able to ring Surprise Major, nor do you need to be a Tower Captain.

What's involved?

As Education Officer you'll be an important part of the Association Management. You will: organise the annual Association Training Day (normally the last Saturday in November) chair and run the Recruitment and Training Sub-committee, encouraging the committee members to promote good teaching across the Districts

liaise with the Essex Course Convenor

organise Association of Ringing Teachers training courses as required

maintain online calendar, resources and website entries, keeping them up to date

Support available

Support to do this role will be provided through previous officers and the association management committee. A full handover will be provided, and a period of shadowing can usually be arranged.

Further information

Contact education@eacr.org.uk or master@eacr.org.uk to ask more about the role.