

Board Role Description

Title:	Trustee - Education Officer
Reports to:	President and Board
<p>Main purpose of role: The Study Clubs Officer is the member of the Trustee Board responsible for overseeing and advising the ADI's educational offer, specifically the Study Club and Masterclasses Programmes, and liaising with and supporting the locally-based Study Club Leaders in the planning, funding and delivery of these events across the UK and online and the assessing of results and impacts from the programmes.</p>	
<p>Key Responsibilities:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Liaise with the Executive Director, staff and Board over the planning, promotion and management of the Association's overall educational programme, both live and online. <input type="checkbox"/> Assist the Events Manager and Marketing Manager in supporting the procurement of venues, speakers, support services and the promotion and publicising of these events. <input type="checkbox"/> Monitor and advise on the financial viability of Study Club events as appropriate and ensure these are supported effectively by the ADI. <input type="checkbox"/> Liaise with the Events Manager and Honorary Treasurer, to ensure that the financial support and management of local Study Club events is carried out efficiently and reported upon accurately. <input type="checkbox"/> Draft the Education report to be included in the annual Trustees' Report. <input type="checkbox"/> Liaise with local Study Club organisers to ensure that health and safety procedures are in place during local events and are adhered to. <input type="checkbox"/> Advise the Board on the implications and potential impacts of the charity's strategic plans on education. <input type="checkbox"/> Liaise with the Executive Director over the development of the Association's education budget, and over the monitoring of the Association's financial performance in this area. <input type="checkbox"/> Liaise with the ADI Next Gen subcommittee over collaborations on educational events and online presentations. <input type="checkbox"/> Provide reports to Board, and at the AGM, on the educational activities and impacts of the ADI's Study Club programme. 	
<p>Knowledge, skills and experience required:</p> <p><u>Event Organisation Experience</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Is familiar with the organisational, financial and planning requirements of staging on-site local educational events, and is able to offer suitable advice, support and resource management on behalf of the ADI. <p><u>Integrity and Trust</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Is widely trusted; is seen as a direct, truthful individual; can present the facts in an appropriate and helpful manner. <p><u>Interpersonal Relations</u></p> <ul style="list-style-type: none"> <input type="checkbox"/> Relates well to a variety of people, up, down, and sideways, inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships, 	

especially with local Study Club leads; uses diplomacy and tact to bring people together in mutual support.

Written Communications

- Is able to write clearly and succinctly in a variety of communication settings and styles; can get information across that informs decision-making and the best use of resources for maximising the desired effect.

Advising the Study Club Local Leaders

- Maintains two-way dialogue with others, especially with the local organiser of the Study Clubs, on event content, organisation and desired results; supports understanding of event financial procedures and priorities; liaising with local leads on post-event reporting to Board.

Organising

- Can help plan and orchestrate multiple Study Club activities at once to accomplish a series of ADI strategic goals; uses resources effectively and efficiently and encourages others to do so; arranges financial information, reporting and files in a useful manner.

Strategic Agility

- Sees ahead clearly; can assist and advise local Study Club leads on planning and delivery of events; can anticipate future industry educational needs, consequences and trends accurately; has broad knowledge and perspective of dental implantology industry and practice.

Key Contacts:

Internal: ADI Board and Sub-committees, Executive Director, Marketing Manager, Events Manager, Marketing and Events Co-ordinator, Office and Events Administrator Co-ordinator.

External: Study Club local leads, stakeholders, and suppliers of support services.

Prepared by:

Richard Cantillon, Executive Director

Date: June 2023