|  |  |
| --- | --- |
| **Title:** | **Academic/Education Officer** |
| **Reports to:** | **President and Board** |
| **Term of Office:** | **3 years** |
| **Nomination and Voting:** | **All Members** |
| **Main purpose of role:** The Academic/Education Officer is the member of the Trustee Board responsible for overseeing and advising on the ADI’s entire educational offer, specifically the Study Club Programme and other educational events; creating partnerships with universities and other educational institutions and overseeing the organisation’s external relationships with the academic world. They will ensure that accurate scientific rigor is applied and that the organisation remains relevant to and connected with the latest scientific and academic advances in the field. | |
| **Key Responsibilities:**   * Liaise with the Executive Director over the academic work of the Association, and monitor and advise on our educational programme to ensure it is consistent with new developments in the academic sphere. * Assist in liaising with external academic bodies and educational provider partners on behalf of the ADI. * Along with appropriate staff, liaise with and support the locally-based Regional Representatives and Study Club Leaders in the planning, funding and delivery of these events across the UK and the assessing of results and impacts from the programme. * Manage and advise on the ADI’s Scholarship programme. * Help draft the academic report to be included in the annual Trustees’ Report along with appropriate colleagues. * Liaise with the Executive Director to ensure that the ADI’s investment in education strategies is providing a satisfactory return and that resources are being managed in line with the Association’s policy. * Provide reports to the Board, and at the AGM, on the academic involvements of the ADI. * Have oversight on the governance and statutory requirements for the Association as they are affected by general UK Education policy and liaise with the Executive Director on statutory reporting of these. | |
| **Knowledge, skills and experience required:**  Academic Experience   * Possesses a wide range of academic knowledge; experience as a senior figure in academic institutions; acknowledged and respected expertise in the field; knowledge of UK educational statutes and regulations; a general understanding of Companies House and Charity Commission governance. Knowledge of working across different levels of education and delivery and of liaising with providers, both internally an externally, of educational events and training.   Integrity and Trust   * Is widely trusted by colleagues; is seen as a direct, truthful individual; can present the facts in an appropriate and helpful manner. Acts as the academic and scientific authority and oversight over the ADI education programme and associations with external academic bodies in liaison with the Executive Director.   Interpersonal Relations   * Relates well to a variety of people inside and outside the organisation; builds appropriate rapport; builds constructive and effective relationships; uses diplomacy and tact to bring people together in mutual support; liaises with external bodies and academic colleagues in a senior and appropriate manner.   Decision Quality   * Makes sound decisions based upon a mixture of analysis, wisdom, experience, judgement, and expert external guidance; sought out by colleagues for advice.   Written Communications   * Is able to write clearly and succinctly in a variety of communication settings and styles; can get academic and scientific information across in a clear and comprehensible form that informs decision-making and the best use of company resources for the desired effect.   Advising Others   * Maintains two-way dialogue with others on work and results; supports their understanding of external academic procedures and priorities; supports the development of the ADI education programme; is a clear communicator.   Organising   * Can orchestrate multiple activities at once to accomplish a goal; uses resources effectively and efficiently; arranges scientific and academic information and files in a useful manner.   Strategic Agility   * Sees ahead clearly; can anticipate future academic trends and consequences accurately; has broad general business knowledge and perspective; understands the UK academic landscape and has the ability to assist in strategic planning for the Association. | |
| **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:** Stakeholders, Academic institutions; Regional Representatives, Study Club leaders, scientific advisors and suppliers of educational services. | |
| **Prepared by:**  Name: Richard Cantillon, Interim Executive Director  Date: April 2024 | |