

NATECLA National Coordinator

Job Description

Basic Details:

Job title	National Coordinator
Salary	£25,000 to £27,000 depending on experience This will be pro-rata for 0.6FTE (Full-time equivalent)
Working hours	0.6FTE on a 37.5 hour working week: equivalent of 22.5 hours. Flexible hours negotiable. There may be additional hours required in June and July annually with time off in lieu (TOIL) during quieter periods.
Annual leave	Annual leave allocation of 20 days per annum FTE plus bank holidays. Holiday year runs from 1 st April to 31 st March
Minimum attendance requirements	<ul style="list-style-type: none"> • Attendance of off-site meetings: • Attend the annual conference (weekend in July) • Attend three Management Council meetings per year (Saturdays) • Attendance of one annual day conference • Meet with the National Centre assistant once a month
Location	Working from home with some travel to events and meetings. Attendance at the office in Birmingham to liaise with National Center Assistant
Accountable to	NATECLA Co Chairs & Management Council

Aims of the role:

- To coordinate the national activities of NATECLA the charity including general administration, membership communications, marketing and events programme, coordination with branches and communications external partners, and maintaining the charity financial records
- Maintain the Values and Aims of NATECLA:
 - Independence and professionalism in language education
 - Support for ESOL and community languages practitioners and learners
 - High quality, relevant training opportunities, both local and national
 - Respect for diversity and multilingualism
 - Expert advice to government bodies and other agencies
 - Campaigns which promote and protect ESOL and community languages

1. Key Responsibilities

- 1.1 Manage and update the content of the NATECLA website, and social media accounts on a regular basis
- 1.2 Manage the overall coordination and administration of the association ensuring that tasks are completed effectively and to schedule
- 1.3 Provide administrative support to the Co-Chairs and Management Council
- 1.4 Supervise and support the National Centre Assistant
- 1.5 Promote the association and its activities
- 1.6 Manage systems and processes for membership, finance, sponsorship, communications and conferences

2. Membership and communications

- 2.1 Respond to enquiries for information on NATECLA activities from both members and non-members
- 2.2 Review and maintain the membership database
- 2.3 Support Management Council to inform and increase membership
- 2.4 Disseminate the NATECLA monthly updates and other publications to members and contribute to their compilation where appropriate
- 2.5 Use social media to promote NATECLA, e.g. Facebook, Twitter
- 2.6 Liaise with external organisations on behalf of NATECLA as appropriate

3. Finance

- 3.1 Assist the Treasurer with the financial management of NATECLA
- 3.2 Manage all financial transactions in collaboration with the NC assistant
- 3.3 Maintain clear and accurate monthly and annual records of all financial transactions
- 3.4 Contribute to the improvement of financial processes and practices

4. Conferences and events

- 4.1 Oversee all the arrangements for conferences and events -
 - Venues liaison (National Conference only)
 - Programming
 - Promotion
 - Delegate bookings
 - Catering (National Conference only)
 - Workshop leader liaison (National Conference only)
 - Sponsorship and Exhibitor liaison
 - Signage

5. Management Council support

- 5.1 Prepare and circulate the agenda and minutes of the Annual General Meeting and Management Council meetings
- 5.2 Provide support for working groups
- 5.3 Provide support for co-chairs and officers
- 5.4 Carry out other tasks as may reasonably be required from NATECLA officers

Person Specification

Essential

1. *Commitment to the values of the organisation*
2. Experience of using IT in word processing, spreadsheets and databases - Word, Excel and Access, email and the Internet and the ability to learn new technical skills quickly, including email marketing platforms, CRM databases, website content management systems (CMS).
3. Ability to write for the website and update content, or willingness to train to do this
4. Experience of managing a budget
5. Good organisational and interpersonal skills, including the ability to:
 - work independently and on own initiative
 - support the work of team members
 - prioritise tasks and meet deadlines
 - judge when to consult others
 - achieve a high level of accuracy
 - demonstrate excellent oral and written communication skills
 - liaise with a team of volunteers
 - coordinate a team in event organising
6. Willingness to work flexibly
7. Willingness to work from home

Desirable

1. Knowledge of ESOL policy and practice
2. Experience with designing posters, flyers and mailouts
3. Experience of using Adobe Creative Suite software (particularly Indesign) or experience demonstrating the ability to learn new technical skills quickly, including email marketing platforms, CRM database, website CMS, Wordpress.
4. Experience of using Findjoo, Mailchimp, Social Media, Google Groups, updating websites, Google Analytics, Eventbrite or similar applications
5. Experience of organising events
6. Experience of working in the charity sector
7. Experience in sales and raising sponsorship