

Professional Development Executive

Compliance Institute is the professional body for Compliance professionals in Ireland with over 3,250 members. The Institute is the premier provider of education and professional development in compliance, providing a balanced and authoritative voice on matters relating to regulatory compliance and business ethics in industry in Ireland.

The Job Position

The Institute is seeking to recruit a Professional Development Executive. The successful candidate will report to the Chief Executive Officer. This role involves taking charge of the Institute's Continuous Professional Development (CPD) programme as well as certain other Institute events.

The successful candidate should be fluent in English, attention to detail orientated, self-motivated, an excellent communicator, personable and understands the opportunity that this role presents. They will be a fast learner with a "solutions orientated" mind-set.

Main Responsibilities

- Responsible for identifying priority Continuous Professional Development (CPD) activities for the compliance profession in Ireland.
- Responsible for the development, marketing, and delivery of Compliance Institute CPD events.
- Prepare and develop the annual CPD plan, in conjunction with senior staff, for approval by the CEO and relevant Committees.
- Deliver professional CPD events, from planning to post event follow up, ensuring a timely delivery and working within the Institute's event protocols.
- Coordination and management of the Institute's annual conference.
- Responsible for aspects of the Institute's Strategic Implementation Plan assigned to this role.
- Promote the importance of engaging in, appropriately recording, and reflecting on CPD.
- Publicise and market the Institute's CPD programme on the website.

- Act as the primary contact for members in respect of CPD events on a day to day basis and provide support to course attendees with accessing and using online platforms.
- Research venue locations, AV and catering as required.
- Input into determining branding and marketing material for the Institute's events.
- Be present onsite on the day of the event, be it online or in-person, to meet and greet speakers, invited delegates and members.
- Collate and report the feedback from each CPD event in a timely manner.
- Collate, verify and maintain up-to-date learning records for CPD program participants.
- Maintain and update the relevant sections of the Institute's website, e.g. Events, CPD, Podcast and Library sections.
- Contribute events related articles to the ICQ, (Compliance Institute's Quarterly magazine) and monthly newsletter.
- Attend relevant Working Group and Committee meetings, provide reports on event activities and address actions as requested.
- Support the delivery of our podcast series, manage the production schedule, develop reporting approaches, oversees production duties and script development to create a seamless listening experience for compliance professionals.
- Maintain a good professional working relationship with all Working Groups and Committees of the Institute.
- Participate in ad hoc projects as required.
- Keep up to date with industry developments.
- Keep the CEO fully informed of all aspects of Institute's event activities.

Education and Experience Requirements:

- A relevant qualification in event management or equivalent.
- 2 - 3 years of experience in a similar role or event coordination in a corporate environment.

Desired Experience and Attributes:

- Excellent presentation and written communication skills with a strong attention to detail.
- Highly organised with the ability to plan, prioritise and multitask.
- Experience working to and exceeding targets.
- Capacity to be self-directed and autonomous, and work with others within a small team environment.
- Strong customer service skills (written and verbal) and a member focused attitude.
- Experience with a CPD program or professional membership association is desirable.