



The Work Based and Placement Learning Association

Job title: Professional Development and Engagement Manager

Salary: £31,000 - £35,000 pro-rata (depending on experience)

Hours: Flexible, 24 hours per week

Location: Home-based (with UK-wide travel)

Reporting to: Chief Operations Officer

Role Introduction

ASET is a well-established membership association supporting more than 1800 Higher Education (HE) professionals across the UK and Ireland. A registered Charity, the organisation is led by a board of Trustees and supported by a small office team. We now have an exciting opportunity for a **Professional Development and Engagement Manager** to join the team to take on a varied and exciting role. The role will be responsible for leading and developing the ASET Continuing Professional Development (CPD) and training offer from design through to delivery and evaluation, to meet the needs of our members, and for increasing engagement with ASET across the membership.

This role will be home-based with UK-wide travel to support the delivery of ASET activities.

About ASET

ASET (www.asetonline.org) is the UK professional body for university placement and employability staff, who are variously academics and placement practitioners in careers and employability roles. An independent educational charity, ASET is self-funded by membership subscriptions, primarily from Higher Education Providers (HEPs) and from training events and conferences.

ASET works to:

- Champion the concept of integrating work and learning
- Advise on good practice for managing Work Based and Placement Learning (WBPL)
- Provide training and facilitate the sharing of good practice for placement and employability staff
- Offer representation, advice and support to all professionals working in the field
- Provide strategic leadership for the sector and influence policy makers

The Role

As ASET's **Professional Development and Engagement Manager** you will lead on working with Trustees to design, develop, deliver and evaluate a CPD/Training programme relevant to the needs of our members. An effective communicator, you will have responsibility for promoting the work of ASET and engaging our membership through contributing to regular member communications with a view to enhancing our engagement, building membership, and increasing our presence across the HE sector.

Key responsibilities:

- Identifying and developing an annual programme of CPD/Training to meet the needs of our members
- Work with Trustees and/or external providers to create engaging, relevant and up-to-date training materials
- Monitoring, evaluating and assessing the effectiveness and success of CPD/Training through feedback and participant testimony, using this to shape future sessions and demonstrate impact
- Keeping up-to-date on the latest training trends, developments and best practice for delivery, including technology to support the delivery of learning
- Identifying and implementing a wide range of training techniques to improve efficiency and revenue
- Keeping up to date with the changing landscape of HE and external factors that influence WBPL and education
- Engaging with members to identify CPD/Training demand and the creation of appropriate tools for example e-learning
- Supporting content creation for ASET's presence across Social Media
- Contributing to ASET membership communications including publications
- Supporting the planning and delivery of the annual conference

These duties provide a framework for the role and should not be regarded as a definitive list. Other reasonable duties may be required due to the nature of the business and team size.

We are looking for someone:

Essential

- With experience and/or knowledge of WBPL within the HE sector
- With experience of developing and delivering engaging and interactive training, presentations, lectures or workshops to groups of varying sizes, either in person or online
- Confident in the use of technology
- With an excellent standard of interpersonal skills, including effective communication skills: verbal, written and presentation
- With knowledge of Social Media platforms and content creation
- Who is self-motivated and versatile, able to adjust to the changing demands of an evolving organisation
- Who can evidence an ability to work independently, managing competing demands in order to meet tight deadlines and deliver multiple and complex projects
- Who is an enthusiastic and supportive team player, with the skills and ability to inspire and influence others

- With good IT skills including Microsoft Office
- Flexible to travel to events UK wide as required by the role including some overnight stays

Desirable

- With demonstrable experience of networking, preferably in HE, and of building and maintaining professional relationships
- With knowledge of e-learning platforms

What can ASET offer you?

- 25 days annual leave (plus bank holidays) (pro rata)
- Home-based with occasional UK-wide travel
- Flexible working pattern available around business need
- Supportive culture within the team and business environment
- The opportunity to have impact on Placement Professionals and their Practice in the HE sector
- Company contribution pension scheme

As the UK's leading work based and placement learning association we know diversity fosters creativity and innovation. We are committed to equality of opportunity, to being fair and inclusive, and to being a place where all belong.

To apply

Please send CV and covering letter to aset@asetonline.org

Closing date: 9am Tuesday 16th August

