



NATIONAL EDUCATION OFFICER ROLE DESCRIPTION

Responsible to: Lead Trustee for Education

Liaise with: Chief Executive, Web Site Officer

Main Purpose of Role

With support from the Lead Trustee for Education, develop learning opportunities for members.

Duties

- Coordinate requests for support / Guild presence / expertise at external events.
- Support Regions in finding teachers for events.
- In association with the lead trustee and appropriate members, contribute to the development of a range of learning resources for Guild.
- Liaise with the National Web Site Officer with regard to the content of the 'Learn' section of the Guild web site.
- Organise a regular conference or event for Guild members who teach patchwork and quilting where they can discuss common problems and share good practice.
- Forge links with the education sector to promote patchwork and quilting among those taking textile courses and to identify premises that QGBI might access / hire when not in use by these establishments.
- Provide short reports of activities to the board.

The Education Officer should work with others wherever possible to gather and share expertise and contacts.

Person Specification

- Experienced/qualified tutor with understanding of quality assurance and familiarity with online teaching provision
- Excellent communication skills – written and verbal
- Ability to work collaboratively with good interpersonal skills
- Good IT and organisational skills

All National Officers of The Quilters' Guild should:

- Act in the best interests of QGBI as a whole – considering what is best for the organisation and its beneficiaries and avoiding bringing QGBI into disrepute.
- Manage conflicts of interest effectively – registering, declaring and resolving conflicts of interest. Officers should not gain materially or financially unless specifically authorised to do so.

Respecting Confidentiality

In the course of your duties as a national officer we would ask you to show respect and restraint in not discussing confidential information with others outside the governing body as it is generally not appropriate for members or people from outside The Guild to have access to this type of information. This refers to all types of information, whether or not it is actually flagged as Confidential Information. There will always be situations of ambiguity, please ask if you need clarification and refer back to your Lead Trustee for any matters which are unclear.