



Education Officer Job Description & Responsibilities

Responsibilities

The Education Officer is an appointed position and is a member of the Executive Committee and is expected to attend the meetings of that Committee and participate in the decision-making processes. All members of the Executive Committee are charity trustees under the Charity Act.

The Education Officer is primarily responsible for arranging the Association Training Day, currently held on the last Saturday of November, annually.

The Role

- To be the key contact point for District Education Officers (and thereby Districts / Towers) for advice on training / education within the Essex Association.
- To maintain the Association online resources bank including adding users and encouraging members to contribute.
- To support District Education Officers (DEOs) in providing / developing training in response to local tower and District needs. This may include:
 - Providing education / training materials from the resource bank maintained for Association use.
 - Referring DEOs to other sources of material (e.g. Central Council Website, Sherbourne Teaching Aids).
 - Forming and maintaining a database of trainers / teachers willing to undertake training on the Association's behalf.
 - Organising / providing training for new trainers / teachers and for them to be added to the database.
 - Providing information about training available in other Districts.
- To organise and provide Association wide training (e.g. Association Training Days).
- To provide up-to-date information for the training and education page of the Association