

LOOKING TO THE FUTURE

Suggestions on the emphasis of the role / job description of the Education Officer:

The LTTF Committee's view (resulting from survey information gathered) is that the main emphasis of Education should be changed to catering for training needs at the most local (district or tower level) possible. This does not imply that the Education Officer should provide or organise all training for the association, but that they should provide a central reference point for advice / resources and avenues of support.

The Job Description might therefore include:

- To be the key contact point for District Education Officers (and thereby Districts / Towers) for advice on training / education within the Essex Association.
(Each District should have an Education contact (? Education Officer), who may or may not be an existing officer. The appointment and active maintenance of district contacts will be essential.)
- To support District Education Officers (DEOs) in providing / developing training in response to local tower and District needs. This may include
 1. Providing education / training materials (DVDs. Handouts, displays) from a resource bank maintained for Association use.
 2. Referring DEOs to other sources of material (e.g. Central Council Website, Sherbourne Teaching Aids).
 3. Forming and maintaining a database of trainers / teachers willing (and with a proven track record) to undertake training on the Association's behalf.
 4. Organising / providing training for new trainers / teachers (?to gain accreditation) and be added to the database.
 5. 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 website.

Other activities that may be considered as part of the Education Officer Role:

- To promote availability of support funding from the Education Fund
- To provide regular articles for the Association newsletter
- To publicise training events as widely as possible
- To convene the Essex Ringing Course
- To Liaise with PRO on training events

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