

## **FOBISIA CPD & Safeguarding Executive**

**Reports to:** FOBISIA EOM (and FOBISIA CEO)

### **Position Summary**

The CPD & Safeguarding Executive is responsible for achieving effective networking and collaboration and to share and deliver relevant, high quality CPD and safeguarding initiatives, in order to promote best practice in FOBISIA Member Schools.

### **Key Responsibilities**

The CPD & Safeguarding Executive will:

- Facilitate and support the CPD and Safeguarding Networks within the Federation
- Support the committees to plan and schedule a calendar of events and develop and review strategic plans for each portfolio as required
- Organises and travels when required to scheduled meetings as a member of the CPD and Safeguarding Committees
- Coordinate and manage the review and updating of handbooks and supporting documentation, with the support of FOBISIA Executive Operations Manager and the respective committee chairs
- Monitor to ensure protocols are being maintained and communicate regularly to the committees and their respective networks
- Communicate regularly with the hosts of all events including ensuring effective online communication and collaboration
- Provide a central coordination point for notifying Member Schools on all events, including JAWS, JAWS-Conferences, Network Conferences and Webinars
- Manage enquiries from FOBISIA Member Schools as they relate to CPD and safeguarding
- Work with the Executive Operations Manager to source and liaise with training providers as required
- Support the FOBISIA Marketing & Communications and Communications Design Executives to manage online content as it relates to each portfolio, including the community forum, social media, and website
- Coordinate contributions to each portfolio from Member Schools and compile and generate the monthly CPD Digest in order to keep the CPD community informed of upcoming events and to reflect on past events, and ensure content is shared in FOBISIA's termly eMagazine, THE FOBISIAN and other publications as required

- Support the Executive Office Manager in compiling reports on events and activities for each portfolio to be tabled at termly FOBISIA Board Meetings, and at other times, as required
- Work within budget guidelines and protocols, consistent with FOBISIA's policies and procedures
- Participate in an annual appraisal review and mutually agree revised terms of reference for the job specification in light of the developing needs of the Federation
- Support host schools and FOBISIA HQ with the organisation and coordination of conferences, including the Annual Leadership Conference, CPD Leaders Conference, Teaching Community Conference and Safeguarding Conference
- Support the FOBISIA Marketing & Communications and Communications Design Executives with the organisation and coordination of FOBISIA's Webinar programme
- Carry out any additional tasks as requested by the Executive Operations Manager or CEO

### Qualifications, Abilities & Experience

- Bachelor degree
- Experience using Microsoft Office Suite and Google Suite
- Ability to contribute positively in a small team environment, and manage multiple resources and projects
- Fluent or native English speaker

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Last Reviewed:	Jan 2021 (EOM)
Current Review:	Jan 2022 (EOM)
Approved:	Jan 2022 (CEO)
Next Review:	Jan 2023 (EOM)