

The SDF is looking to recruit a Liaison Officer (immediate start)

This is an exciting opportunity for the successful applicant to work with like-minded colleagues to help shape the strategic direction of the SDF. Additionally, they will gain valuable experience of working within a small team to support staff developers from across our sector.

The Liaison Officer will be expected to attend SDF Advisory Council meetings and National Conference. Outside of these meetings the Executive Committee maintains informal contact through email and a monthly Skype calls.

Members of the Executive Committee benefit from:

- Attendance at National Conference fully funded by the SDF, inc. accommodation
- ALL travel expenses paid when representing the SDF at committee meeting, regional meetings or National Conference

In addition, the successful applicant will be offered one-to-one Coaching & Mentoring training to assist them in their role within the SDF.

The tenure for the Liaison Officer position is three-years.

Liaison Officer

The role is to coordinate and provide advice and guidance to the Executive and the Advisory Council on the SDF's business. Responsibilities may include:

- Liaising with the Executive, Strategic Leads, Advisory Council and the SDF's paid Administrators regarding the Association's routine management, including its business, charity status, meetings and financial information/budgets etc.
- Liaising with the Administrators to ensure that SDF documentation and data are updated & stored as appropriate and ensuring that election arrangements are notified/conducted in a timely fashion
- Liaising with the Administrators to identify and agree appropriate systems to ensure the smooth running of SDF's administration, budgets, activities, adhering to the legal requirements re. Companies House/Charities Commission etc.
- Supporting the SDF Treasurer with the operation of the SDF's budgets, ensuring that financial administration is conducted efficiently by SDF's paid Administrators and reporting on budgets/finances to the Advisory Council using information prepared by SDF's paid Administrators
- Ensuring that professional and policy issues relevant to the SDF are brought to the Executive's and Advisory Council's attention in a timely fashion, including proposals made in SDF's name
- Along with other members of the Executive attend regional meetings;

- Supporting the SDF Administrators at Advisory Council and other relevant meetings and ensuring subsequent minutes are uploaded onto the SDF website
- Furthering the SDF's aims in general, liaising with external bodies as required by the Chair and any other such duties as shall be agreed between the Chair and Liaison Officer from time to time.

Application

If you would like to express your interest in this role please confirm this to **Wendy Mason** wendy.mason@sdf.ac.uk Applicants are required to prepare a 200 word summary outlining why they are interested and what they can bring to the role. **Closing date Friday 12th May 2017.**

If we do receive multiple self-nominations, then it may be necessary to conduct an election to determine the new post-holder.

If you would like further information about the role or the work of the SDF Exec. Committee, then please do not hesitate to contact the SDF Chair at chair@sdf.ac.uk or 01952 815447