



<b>Position Title:</b>	<b>Programs Manager</b>
<b>Location and Hours:</b>	Part-time position based in Surry Hills, NSW
<b>This position reports to:</b>	Chief Executive Officer
<b>Direct reports:</b>	Programs Co-ordinator
<b>Key working relationships:</b>	<p>Internal – AITD CEO, other AITD staff, National President and Board Directors, Division Presidents and Divisional Councils, AITD members.</p> <p>External – Facilitators, presenters, prospective AITD members, suppliers, customers and other stakeholders.</p>
<p><b>Position Objective:</b></p> <p>The Programs Manager ensures that Australian Institute of Training and Development (AITD) professional development programs are of high quality and reflect AITD’s standing as the association of choice for training, learning and development professionals. These programs include, but are not limited to, formal learning experiences, communities of practice, mentoring programs, webinars, and the annual national conference. The Programs Manager leads the sourcing and curation of content in relation to these programs, the recognition of member participation and continuing professional development (CPD) programs.</p>	
<p><b>Main Responsibilities</b></p> <ol style="list-style-type: none"> <li>1) Research, monitor and report on trends in adult education, training, learning and development, and organisational development both nationally and internationally, across AITD membership, industries and focus areas, e.g. start-ups and innovation, to inform the practice of members.</li> <li>2) Manage the design, development, delivery and evaluation of AITD’s professional development programs, by:             <ol style="list-style-type: none"> <li>a) collaborating on development, testing, critically evaluating and implementing or retiring new and existing courses under various delivery modes, e.g. face-to-face, online etc.</li> <li>b) reviewing course pricing, including for in-house and trial options/taster sessions</li> <li>c) creating descriptive material for member programs, including the preparation of workshop outlines and descriptions, program guides and materials, promotional materials, and evaluation forms</li> <li>d) engaging, building relationships with and managing a team of appropriate facilitators</li> <li>e) arranging a schedule of programs for both public and in-house courses through various delivery modes</li> <li>f) analysing and reporting on the results of evaluations and adopting appropriate strategies to improve the outcomes for participants</li> </ol> </li> <li>3) Supervise the Programs Co-ordinator who will provide appropriate logistical support for program execution.</li> <li>4) Manage the budget planning and monitoring process at program level, taking responsibility for achieving financial performance targets and reporting on member program activities.</li> </ol>	



- 5) Review and negotiate facilitator contracts on an annual basis and any other contracts related to Learn activities.
- 6) Manage the AITD mentoring program including matching of mentors and mentees, logistics and delivery of the program.
- 7) Consult widely to develop annual National Conversation themes and communicate these to relevant parties.
- 8) Curate content relevant to the professional development of members to be shared via various communications channels, including but not limited to:
  - a) identifying and sourcing authors for AITD magazine articles in conjunction with the Communications Manager
  - b) managing, moderating and promoting Communities of Practice in specific focus areas on LinkedIn or through other mediums as an area of national and international thought leadership
  - c) identifying and sourcing the program content and speakers for the annual AITD National Conference in conjunction with the Events Manager
  - d) webinar series linked to National Conversation themes
- 9) Providing professional expertise by:
  - a) assessing Fellowship applications for suitability
  - b) advising the CEO and Board on accreditation, certification and recognition issues including developing and implementing CPD programs
  - c) representing AITD at various thought leadership forums for organisational learning and development
  - d) developing the professional knowledge of the AITD team through internal staff briefings and other channels
- 10) Working collaboratively with the Communications Manager, Marketing Manager and Sponsorship Manager on the communications, marketing and sponsorship of AITD programs.
- 11) Working with the Member Engagement Manager to identify different professional development pathways for different member types
- 12) Perform any other duties as directed by the CEO