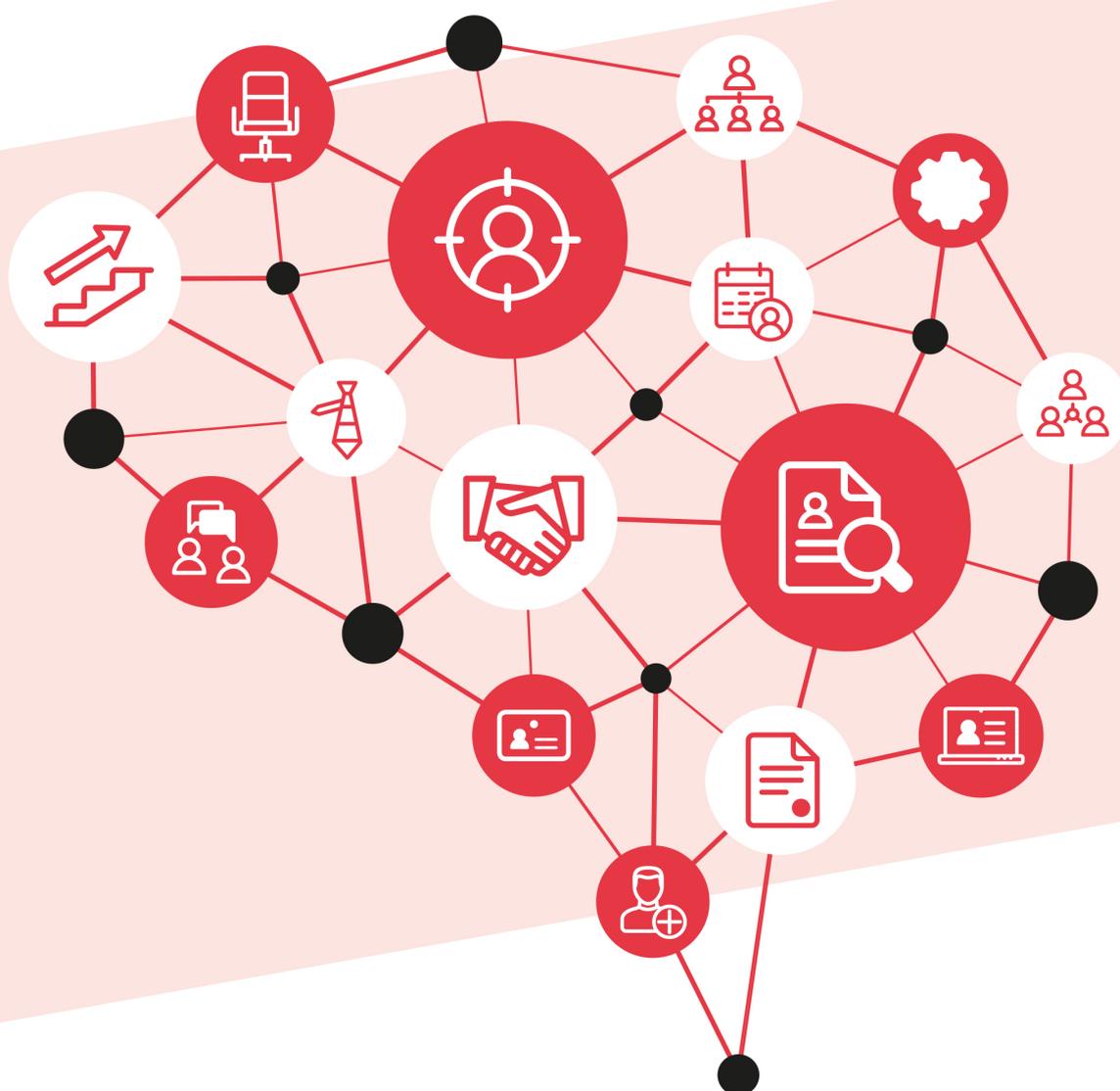




CI Arb
evolving to resolve

Recruitment pack



Leadership
Teamwork
Self-management
Transparency

Enthusiasm
Excellence
Initiative
Focus

www.ciarb.org



CI Arb is a registered Charity in
England and Wales, No: 803725

Job description

Job Title: Professional Courses Curriculum Development Manager

Date: December 2019

Reporting to: Head of Education and Membership and Project Management

Overview

CI Arb is passionate about promoting a harmonious society, helping people and organisations avoid, manage and resolve conflict through our global network of over 16,000 members. We are the leading global professional membership organisation representing the interests of alternative dispute practitioners worldwide. As a not-for-profit, UK registered charity, CI Arb works in the public interest through an international network of 41 branches.

Job Purpose

The post holder will manage the creation and delivery of all non-membership courses delivered at headquarters, branches and partners.

Major Objectives:

- Designing, producing and managing e-learning, face to face and webinar courses
- Using appropriate methods, software and tools in the design of such courses
- Managing the delivery of these courses each year in support of the departmental revenue target
- Working with the other teams in the Education Department in the production and delivery of these courses, especially the Quality and Delivery Team
- Ensuring that professional course information is accurate and up to date, including on the website, course information sheets, in brochures and also in all information held, used and disseminated by partners
- Using finance, CRM and Moodle systems to deliver professional courses
- Providing regular reports to the Director of Education and Training and Head of Department for analysis
- Maintaining a vibrant and collaborative relationships with other departments, particularly Business Development, Membership and Marketing

Requirements

Essential:

- Experience of designing educational courses, especially using software to design e-learning, webinar and other courses
- Understanding and experience of product development cycles
- Good business acumen and experience of working with business development teams

- Good experience of working with Customer Relation Management, finance, Virtual Learning Environment and other educational systems
- Experience in course organisation, including enrolments, material, working with faculty, budget creation and assessments
- Experience of managing education and training provision (ideally on a global scale)
- Good experience of implementing effective standard operating procedures pertaining to course delivery
- Excellent individual and team ethic and bringing the best out of a group
- Excellent communication, written and IT skills

Desirable:

- Experience in a global membership organisation/professional association
- Knowledge and understanding of alternative dispute resolution
- Knowledge of credit regimes for different qualification bodies

Summary terms and conditions

Contract: Permanent

Salary: £34,000 per annum

Annual leave: 25 days holidays per annum plus UK bank holidays

Pension: Minimum 8% Employer contribution with minimum 2% Employee contribution

Healthcare: Company scheme subject to terms and conditions.

Life assurance: Company life assurance scheme.

Other Benefits:

- Season ticket loan
- Cycle to work scheme
- Perk Box (employee money saving platform)
- Flexible working hours
- Social events e.g. Christmas party, summer party, International day, Charity events
- Weekly fitness class
- 1 a day (Fruit in the office)

Location: CIArb Head Office, 12 Bloomsbury Square, London, WC1A 2LP

Notes: This post will be subject to background checks. A full statement of the main terms and conditions of employment will be supplied with any formal offer of employment. This job description does not form part of your contract of employment.