



JOB TITLE Training and Networks Manager (9 months maternity cover)

RESPONSIBLE TO Head of Membership

JOB SUMMARY The Training and Networks Manager is responsible for creating engaging webinars and workshops for all linguists, from sourcing speakers, supporting marketing, hosting webinars, and ensuring all events are fully publicised through our website and social media channels. The role also involves supporting CIOL members and other professional linguists via networks, divisions, and societies, particularly with online events and marketing.

Strong communication skills are vital to build good relationships with speakers and being able to negotiate well. It is important that the postholder has the ability to gain knowledge of the language profession in order to devise an interesting timetable of webinars and workshops.

MAIN TASKS AND RESPONSIBILITIES

Main purpose and scope of the post:

- Manage the CIOL divisions and networks and be the main point of contact for steering group members
- Support all divisions and networks with their online events
- Identify areas and subjects that could benefit from a new network, then work with CIOL members to set this up
- Run two CPD webinars per month for both CIOL members and non-members
- Run two online workshops per month for CIOL members and non-members
- Host webinars (launch, record, provide an introduction and manage questions)
- Manage and respond to all enquiries regarding webinars and workshops, and CPD enquiries from CIOL members
- Build relationships with industry experts
- Manage the CPD budget with the aim to make a profit
- Working closely with speakers to receive their content in a timely fashion to support the promotion of events, webinars and workshops
- Work closely with the marketing team to support the promotion of events, webinars and workshops
- Attend a small number of events to act as an ambassador for CIOL
- Attend CIOL conference and other events to both support and speak with potential webinar speakers

In common with all other staff:

- Contribute and support CIOL's vision, mission, and strategic objects



- Be a good ambassador for the organisation
- Always ensure security and confidentiality of all membership data
- Be proactive and flexible by supporting and assisting colleagues and functions as and when necessary
- Promote and develop CIOL membership in collaboration with both CIOL and CIOL Qualifications staff
- Actively take part in any other duties necessary for the smooth running of the membership department and CIOL
- Participate in regular departmental progress meetings
- Participate in CIOL's annual performance and development review programme
- Undertake training as recommended by your line manager
- Abide by all CIOL's policies and practices

PERSON SPECIFICATION

Knowledge and Experience

- Experience or knowledge of the language profession
- Proven organisational skills
- Ability to learn new IT systems or experience off platforms such as Gotowebinar, Zoom, Mailchimp, SurveyMonkey
- Experience of implementing new processes or systems
- Experience of communicating with professional linguists via email and phone/video

Skills

- Strong organisational skills with excellent attention to detail
- Ability to work to deadlines with minimal supervision
- Strong written and verbal communication skills.
- Strong persuasion skills
- Excellent interpersonal skills
- Excellent time management skills
- Confident with IT and software CIOL utilise

The above job description covers the main duties of this position as at November 2020.

Due to the Covid-19 pandemic, the role will require remote working in the first instance, although access to the CIOL office in Fleet St. London is expected to be possible.

The Chartered Institute of Linguists (CIOL) reserves the right to review and revise all job descriptions from time to time according to business need. Any future review or revision will be carried out in consultation with individual members of staff. This job description does not form part of the post-holder's contract of employment.