



AOTI
Association of Occupational
Therapists of Ireland

Continuing Professional Development (CPD) Administrator

Job Description

August 2024

Position Description

As the professional body for Occupational Therapists in Ireland, one of the key roles of the Association of Occupational Therapists of Ireland (AOTI) is to support the continuing professional development (CPD) of our 1,800 members. All Occupational Therapists in Ireland are required to participate in CPD activities to maintain their professional registration with CORU. The CPD Administrator is responsible for supporting all aspects of CPD within AOTI and ensuring the efficient day-to-day administration of the AOTI CPD programme. They will work closely with the Director of Professional Development to deliver a vibrant and responsive AOTI CPD programme.

Reporting to the Director of Professional Development, they will work as part of a highly motivated small team of staff members, in a dynamic environment. The successful applicant will draw on their experience to support the planning, running and evaluation of the AOTI CPD programme alongside the Director of Professional Development. The role will involve working collaboratively with AOTI Advisory Groups, AOTI Committees, other professional bodies and other internal and external stakeholders to deliver a successful CPD programme for AOTI members and the Occupational Therapy profession in Ireland.

As a professional body representing the Occupational Therapy profession, our member volunteers are central to the operation of the organisation. The CPD Administrator will be dealing with member volunteers in their engagement with AOTI Advisory Groups and Committees which requires a flexible and collaborative approach.

Role of the CPD Administrator

The CPD Administrator will work collaboratively to achieve the following:

- Support the Director of Professional Development in the operation of all aspects of the AOTI CPD programme including the planning, budgeting, delivery and evaluation of courses, webinars, study days, conferences and other CPD activities.
- Assist the Director of Professional Development in the systematic review of CPD priorities and needs of AOTI members including monitoring trends and demands.
- Support the Director of Professional Development to develop and implement plans to meet identified CPD needs including the development and administration of in-person and online CPD courses, events and programmes.
- In collaboration with the Director of Professional Development work effectively and flexibly with Advisory Groups and members to identify and respond to their CPD queries and proposals.
- Support the Director of Professional Development in the development of CPD proposals and funding submissions from Advisory Groups and Committees.
- Assist the Director of Professional Development with the sourcing, development and roll out of in-person and online CPD activities appropriate to the needs of AOTI members, in keeping with international best practice and within agreed timeframes.

- Coordinate all CPD events on the AOTI website including event set up, registration, monitoring of applications and participant liaison.
- Support the running of in-person CPD events including identifying suitable venues and organising all necessary requirements.
- Liaise with course and event facilitators including overseeing course resources, delivery of materials and course-specific requirements.
- Provide administrative support and assist in the financial planning, ongoing review of finance, budgeting, invoicing and reporting in relation to the AOTI CPD programme.
- Maintain financial records and complete financial reports related to all aspects of the CPD programme including events.
- Support the Director of Professional Development in the administration of online AOTI CPD platforms including the E-Learning Centre and the CPD portfolio.
- Provide support and contribute to the continuous review and enhancement of the AOTI CPD programme to enhance user experience and learning resources.
- Provide regular updates and communications to AOTI members on the AOTI CPD programme and support the Director of Professional Development in managing CPD communications including social media, newsletter articles and mailshots to members.
- Contribute to the ongoing development of the CPD programmes and learning resources in the context of changes within the health services and the needs of AOTI members.
- Support the Director of Professional Development with the interdisciplinary aspects of the CPD programme including liaison with other professional bodies and the professional bodies CPD network.
- Provide support and assistance to Advisory Groups and Committees with event planning on the AOTI website.
- Comply with all AOTI policies and procedures and ensure good practice in data management and protection.
- Foster and maintain professional working relationships with relevant stakeholders within and beyond AOTI including, but not limited to staff, Advisory Groups, Committees, AOTI members, other professional bodies, the HSE National Health and Social Care Professions Office, contractors, trainers/facilitators and sponsors/corporate partners.
- Attend meetings and represent AOTI in a professional, positive and constructive manner, as requested by the Director of Professional Development or the CEO.
- Maintain high standards in relation to confidentiality, ethics and current legislation.
- Support and participate in projects and working groups that arise from time to time as requested by the Director of Professional Development or the CEO.
- Actively participate in line management meetings and performance management with the Director of Professional Development.
- Undertake other duties that arise as delegated by the Director of Professional Development due to the changing context of healthcare, emerging trends in continuing professional development and the evolving nature of AOTI.

Person Specification

- A minimum of 3 years experience in an administration or comparable role. Experience in a comparable role is desirable, i.e. a role related to learning or CPD.
- Previous experience in supporting the planning, coordinating and/or running of events, courses or other scheduled activities is essential.
- Demonstrated capacity to perform the duties of the CPD Administrator based on relevant experience.
- Strong interpersonal and communication abilities including verbal and written skills and the ability to negotiate workable solutions.
- Strong organisational and IT skills.
- Ability to work collaboratively and simultaneously with different groups and prioritise competing demands.
- Ability to work flexibly, dynamically and responsively within the organisation to achieve AOTI's objectives.
- Ability to adapt to a small team environment and work effectively with member volunteers.
- Demonstrate an understanding of continuing professional development.

Terms of Employment

- Position: Part-time (0.8 WTE / 30.4 hours per week). 3-year fixed term contract.
Salary: Aligned to HSE Grade IV (Clerical) scale (pro rata): 33,422; 35,512; 36,351; 38,471; 40,413; 42,112; 43,756; 45,975; 47,587; 49,210; 50,714*; 52,253* (*Long Service Increments). Our offer of employment will default to the 1st point of the salary scale for the post unless relevant experience can be evidenced in accordance with AOTI requirements.
- Location: Dublin/Ireland. AOTI operates a hybrid working model, allowing blended working arrangements. Normally, staff are required to work in the office (in Dublin) a minimum of one day per week, with remote working from home possible on other workdays.

How to Apply

Interested candidates should submit a cover letter and CV to Odhrán Allen, Chief Executive Officer, at ceo@aoti.ie. Candidates should include in their cover letter their suitability for the role and how they meet the requirements based on any relevant experience. Applications will be reviewed and a shortlisting process will occur to select the most suitable candidates for interview.

The application deadline is 5pm on **Wednesday 18th September**. AOTI is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Informal inquiries can be directed to the CEO at the above email.



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