

Coordinator job description

The Coordinator is ultimately responsible for ensuring that the following tasks are undertaken (either personally or delegated to a committee member):

General responsibilities

- Maintain contact with the IATEFL Trustees and Head Office (HO), the SIGs & Publications Officer, the editor of IATEFL *Voices*, the IATEFL Publications Committee in relation to the content for the eBulletin, the SIG Representative and other SIG Coordinators, to inform them of events and activities and the general organisational and financial situation of the SIG
- Chair monthly committee meetings between the PronSIG committee
- Oversee the calendar of SIG events both online and face-to-face during the year
- Prepare two reports a year, in mid-May and mid-October and add these to the GoogleDoc for SIG Reports
- Prepare an annual budget (and if necessary a PCE budget at the same time) and submit it to IATEFL HO each July (the IATEFL financial year runs from 1 Sept to 31 Aug)
- Prepare an annual plan and share it with the committee
- Send minutes of committee meetings to committee members, IATEFL HO and the SIG Representative
- Attend, or send a representative (normally a committee member), to both SIG Coordinators' meetings. These meetings are held in Faversham in June (one day) and in October (weekend meeting)
- Delegate duties – including some of those listed above and below - to other committee members and follow up with action points and status.

SIG website & webinars

- Maintain contact with the webmaster to ensure that the website and the social media channels are kept up-to-date.
- Maintain regular contact with IATEFL HO and the PRONSIG webmaster to ensure that SIG events are effectively promoted.

Advertising, sponsorship and social media presence

- Ensure that sponsorship is obtained for events
- Oversee the social media presence of and ensure regular communication with SIG members.

Mailings to members

- Ensure that SIG members receive three mailings (including the journal) a year
- Liaise with the journal editor and IATEFL HO on the production of the SIG journal
- Submit articles for inclusion in the 'Focus on the SIGs' pages in IATEFL *Voices* and the monthly IATEFL eBulletin
- Ensure regular communication is undertaken with SIG members through IATEFL HO.

Pre-Conference Event

- Together with the committee decide on the topic of the Pre-Conference Event (PCE).
- Submit a budget to HO and help in the organisation of the event.
- Attend and support committee members in the delivery of the PCE to delegates

IATEFL Annual Conference

- Attend all five days of the Annual Conference (including PCE day) and participate in the SIG PCE, the SIG Showcase, the SIG Open Forum and the AGM
- Together with the committee decide on the selection of presentations to be included in the PronSIG programme at the annual IATEFL conference
- Ensure that presentations are selected to be included in the SIG Showcase
- Ensure that a SIG Open Forum takes place
- Ensure that the SIGs past and future activities are publicised, new members are recruited, active participation in the SIG Committee is encouraged and contributions for future newsletters are solicited.

Everyday work and expenses

Day-to-day committee issues are discussed collectively by email or in virtual meetings, thus cutting down considerably on the need to travel to face-to-face meetings. Administrative support is provided

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by IATEFL HO. Expenses for travel to meetings within the UK, as well as accommodation and subsistence costs following current guidelines, are met by IATEFL. If living outside the UK, the Coordinator should be able to attend meetings in the UK at a reasonable cost. All expenses details are available on request.

Essential skills, qualities and experience

Candidates for the role of SIG Coordinator should have:

- leadership qualities demonstrable ability to act as a key representative at high profile events
- evidence of project management skills including meeting deadlines
- experience of engaging and communicating with geographically dispersed teams and gaining buy in
- strategic thinking skills
- organisational ability
- good interpersonal skills
- intercultural competence
- vision and diplomacy
- a strong commitment to IATEFL
- knowledge of and past contribution to the PronSIG
- a minimum of one year's membership of the PronSIG