



Advisory Council Member

Appointment brief

June 2024

We welcome applications to IATEFL's Advisory Council

- **Would you like to help shape an international educational charity?**
- **Are you able to commit to 2 - 3 half day meetings per year?**
- **Do you have skills in areas such as charity law, finance, compliance, equality, diversity and inclusion (EDI) or marketing?**

The International Association of Teachers of English as a Foreign Language (IATEFL) is currently looking to strengthen and diversify its Advisory Council with the appointment of new people to help meet our strategic objectives and to support the diversity of our members.

Members of the Advisory Council are relied on for their personal skills and experience to help the Board of Trustees reach sound decisions so that the Association can move forward with its strategic aims.

We are looking for committed individuals who are willing to share their expertise on a voluntary basis to help us become a more inclusive association which exemplifies standards and best practice to the English Language Teaching (ELT) profession and can help us grow and succeed as an organisation supporting global teachers. If you would welcome the prospect of working with an internationally diverse team, would love the challenge of helping to grow a small charity and would embrace the opportunity of helping to shape our strategic plans, we would love to hear from you.

About IATEFL

The International Association of Teachers of English as a Foreign Language (IATEFL), founded in 1967, is one of the largest and most internationally representative teaching associations in the world. It is a UK registered charity which is a global professional membership association, and a community of support for ELT professionals.

Our goal is to provide affordable, accessible professional development opportunities to those working in ELT and to provide a platform where they can offer their views, exchange research and teaching experiences, learn from each other and offer mutual professional support. You can find out more about the association at iatefl.org

IATEFL is led by a team of eight volunteer Trustees who are all members of IATEFL and are elected representatives of the IATEFL membership. Our Advisory Council are externally invited professionals appointed to provide impartial advice, feedback and expert, external knowledge to the Board of Trustees, and to help fill any gaps in the skills and competences provided by our Trustees. They are, in essence, a 'critical friend,' providing strategic advice and scrutinising decisions and proposals to the benefit of the association.

Experience

We welcome applicants from a variety of backgrounds for appointment to the Advisory Council, but particularly with experience in:

- equality, diversity and inclusion (EDI),
- marketing
- charity law and compliance
- finance.

While knowledge of the ELT profession may be useful, it is not a requirement and we welcome applications from professionals from all fields.

Responsibilities

You will work with other Advisory Council members to:

- Assess the current strategy and direction of IATEFL within the council member's area of expertise.
- Help identify key areas where IATEFL can improve upon its strategy and its governance.
- Provide strategic advice on the content, balance and priorities of IATEFL's existing strategy and provide guidance on its future direction.
- Provide advice and guidance on organisational approaches to capturing, measuring and communicating the impact of strategy on IATEFL's activities, both in the shorter term and longer term, including the criteria for success.
- Provide knowledge within the council member's area of expertise as relevant to the development of the association

Useful skills to have

- Strong communication and interpersonal skills.
- Willingness to interact with and influence a broad range of people, for the benefit of the organisation.
- Evolved strategic thinking.
- Interest in, and an understanding of people and the role of culture.
- Able to devote the time required for the role, with a likely minimum of 2 hours a month for the role as an advisor.
- Have an interest in language education and / or current trends within education.

Terms of appointment

As an Advisory Council member, you would be expected to attend 2 to 3 half day meetings per year. We hold one face to face meeting each year, typically at our annual conference which is usually held in the UK each April, but online participation at this meeting is also acceptable. Other meetings are usually held online.

In addition, we may occasionally call upon you for further support in terms of implementing our strategic goals, either through short ad-hoc meetings or by reading and considering proposals.

The term will ordinarily be for a period of up to 3 years, commencing September 2024.

The role is voluntary and therefore unpaid but reasonable expenses are payable in line with IATEFL's standard expense policy.

The next step...

If this is a role that appeals to you, please send your CV and an accompanying letter of interest to: recruitment@iatefl.org

If you have any questions about the role and would like to have a chat with us before applying, please don't hesitate to contact us at IATEFL Head Office!

Contact Us

Telephone: +44 (0)1795 591414

Website: www.iatefl.org

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