

Dear ARLT SIG Members

We are looking to recruit an **Events Officer** to join the ARLT SIG committee. We would welcome expressions of interest from suitable candidates for this role by the latest **30th Sep 2023**.

Specifics to this role

ARLT-ALT SIG focuses on the pertinent issue of racism and as a learning and technology community we aim to bring working solutions to the sector. We welcome expressions of interest from suitable candidates for this role by **30th Sep 2023**.

You can visit our page on the ALT website: <http://bit.ly/3fLv2wH> and access our blogs <http://bit.ly/3hsg9Q>.

- As an **Events Officer**, you will work closely with the current Events Officers to organise events. Full support will be provided in for the first few months by shadowing the other Events Officers. Check our blog space for activities organised in the academic year 2022-23.

What are the benefits of joining this steering committee?

- This presents an excellent opportunity to take on a committee role. No prior experience is needed, young professionals in the sector are welcome to apply and full support and mentoring will be provided in this role.
- Opportunity to engage with the wider ALT community and external organisations.
- Opportunity to collaborate with professionals who work on antiracism and advocate for antiracism practices and policies within the learning technologies sector.

How to express interest in this role?

Express your interest in this role by filling this form <https://bit.ly/3XjEtVn> by **30th Sep 2023**.

About you

- You do not need to have experience of being on a committee or events organisation or marketing and promotion experience, however, your availability and willingness to support activities for the ARLT SIG community and to learn will be key.
- We expect officers to have a basic understanding of what antiracism is about and why it is important.
- In line with [ALT's equality, diversity and inclusion policy](#) we are keen to ensure that the committee reflects different experiences and skills. We are particularly keen to encourage applications from staff from different backgrounds working at junior levels and from different geographical areas, to bring wider perspectives to the table. Full support

and mentoring will be provided by the Chair and Vice-Chair and Events Officers to the successful applicant.

If you have queries about the committee activities, please contact sig@alt.ac.uk

Below is the **Officer code of conduct** and the **Officer responsibilities** from the ALT Handbook for interested candidates:

Officer code of conduct

As an Officer, you must:

- Treat fellow Officers, ALT staff, event speakers and participants with respect and consideration, valuing a range of views and opinions;
- Be respectful and collaborative; communicate openly and with respect for others, critiquing ideas rather than individuals;
- Avoid personal attacks directed toward other Officers, ALT staff, event speakers and participants.
- Meet time, meetings and action commitments and provide notice when unable to do so, so that alternative arrangements can be made;
- Keep up to date with Group activities, meeting notes and documentation.
- Use secure passwords and ensure all Group documentation and data is stored safely, securely and only retained as long as is necessary;
- Act in line with [ALT's charitable objective and values](#) that best represents and supports ALT's Members.

Officer responsibilities

A Group Officer will:

- Uphold the Officer code of conduct and ensure a safe, respectful environment for all.
- Attend Group meetings and contribute to the Group's strategy and annual plans.
- Participate in and support the organisation of Group activities.
- Be available to cover Group activities and roles in cases of absence.
- Ensure an alternative Officer is in place to cover in cases of absence.

Dr Teeroumanee Nadan
Chair of ARLT SIG

[ARLT SIG webpage](#) | [ARLT blog space](#) | [ARLT SIG email](#)