



Association for Student
Residential Accommodation

Job Description ASRA Training Officer

The main responsibilities of the Training Officer are to provide a central focus for ASRA training, both nationally and regionally, and to represent training needs and interests at Management Committee meetings.

PRINCIPAL DUTIES:

1. To identify the training needs of ASRA members.
2. To organise, attend and deliver at least one (1) national training event a year.
3. To keep up to date with new legislation and regulations that are relevant to the work of ASRA members.
4. To maintain existing and foster new links with training providers, including individuals, training companies and agencies.
5. To negotiate advantageous fees with training providers.
6. To participate in the annual conference working group, and to organise the compilation of the draft training and development programme for conference. Responsibilities include speakers' negotiation, agreement of substance for each session and the production of session summaries for conference marketing publications, along with the organisation of facilitators.
7. To attend the annual conference and assist in the co-ordination of the training programme, and the welcome and support for speakers during conference.
8. To advise on regional training.
9. To represent ASRA in the Chartered Institute of Housing/ASRA partnership and continue involvement in the development and delivery of the professional qualification, the Higher Certificate in Student Accommodation Management.
10. To exercise editorial control of course material used in the Higher Certificate in Student Accommodation Management suggesting adjustments and amendments as required.
11. To attend ASRA Management Committee meetings or to otherwise send apologies and a report if attendance is occasionally not possible.
12. To work to the ASRA Constitution, Standing Orders and Financial Regulations.
13. To keep an up to date list of Training contacts.