



International Association for Public Participation

13762 Colorado Blvd., Suite 124-54, Thornton, CO 80602 USA

Phone: 303-254-5642 • 800-644-4273 • Fax: 303-255-2382 • Email: iap2hq@iap2.org • web: www.iap2.org

Professional Development Manager

Part-time Contract Position – Reporting to the Executive Director

Introduction

IAP2 is the professional association for individuals, groups and businesses working in the field of public participation. Members exist in over 20 countries and the Association is currently expanding its reach as public participation grows in value through the democratization of decision-making.

For the past ten years the Association has offered a program of professional development to its members and to others interested in learning more about the practice. The foundation of this program has been a five day Certificate in Public Participation. In 2009 a further two-day course was developed in Emotion, Outrage and Public Participation. These courses have been held throughout North America, Australasia, UK and Africa. There are plans to extend these offerings in Europe, Asia, and South America in line with the growth of membership.

IAP2 is poised to grow the practice of public participation and is now seeking to hire a Professional Development Manager for the training program.

Current Role and Responsibilities

The functions of this position are currently spread across a number of contractors and the creation of this position seeks to bring together some of these responsibilities and to extend the role in other areas.



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Responsibilities of the Professional Development Manager will include:

- Convene the training committee which is an elected body of trainers licensed to IAP2 and led by a Board member who provides advice to the Board.
- Maintain and manage invoices, database records and all data related to course participants and the trainers who deliver the training.
- Provide support, advice and resources for professional development to IAP2 Licensed Trainers.
- Coordinate initiatives as determined by the Association for new professional development products and services for members of the Association that have the capacity to generate income for the Association.
- Manage the program for training new trainers. Provide leadership for assessment panels and all other necessary supports to conduct the T3s and meet budget expectations.

Forecast

It is anticipated that this role will be equivalent to three days a week for 2011. As more Licensed Trainers are added to the roster and by enhancing the range of professional development services, the role and responsibilities of the Professional Development Manager will adjusted accordingly.

The key tasks in 2011 include:

- Manage and bring to completion the revision of the Certificate program and the implementation of the new program with trainers and with Affiliates
- Develop a benchmarking process for trainers to meet to maintain quality in delivering the training
- Alignment and successful acceptance of the Certificate in Public Participation and Emotion, Outrage and Public Participation in appropriate professional bodies (eg



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attainment of professional development credits in eg Planners Association, for taking

the course); goal in 2011 would be to have this in at least three jurisdictions and at least three allied professional associations

- Revise the License Agreement for Certificate trainers to begin in 2012
- Review the License Agreement and arrangements for EOP2 trainers and provide recommendations for improvements to begin in 2012
- Increase in the number of training days delivered by trainers by at least 20% within 2 years
- Deliver the Train the Trainer for EOP2 in at least 3 locations
- Deliver the Train the Trainer for Certificate in at least 5 locations
- Market the training to international conferences of peer or allied organisations

Professional Qualifications

The minimum requirements for the individual filling this role are:

- Minimum of ten years experience as an adult educator and/or professional development officer within one or a range of professions
- A qualification in adult education from a recognized institution
- Demonstrated proficiency as an administrator, educator and/or developer of professional development programs
- Demonstrated connections to tertiary education authorities and /or professional associations
- Demonstrated experience and proficiency in working in virtual environments
- Demonstrated capacity to communicate in English, orally and in written materials
- Demonstrated ability to work unsupervised to deliver agreed outcomes on time and within budget

It is desirable that the individual will have:

- An appreciation or knowledge of IAP2 and its training products



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- Experience in multilingual or multi-cultural environments and/or platforms
- Published in the field of adult education and/or public participation
- Capacity to work in languages other than English
- Working knowledge in social media and web-based communication tools

Personal Qualities

This role will require an organized and self-motivated person. It is essential that they will have:

- Capacity to be flexible and work across time zones
- A positive outlook that motivates, encourages and inspires training opportunities to be fostered and developed
- A collegial and cooperative spirit that supports other contractors and trainers within IAP2

Summary

It is the Association's aim to fill this position in January 2011. As a first step, Expressions of Interest are being sought from interested individuals and must be received by January 7th 2011 5:00pm Australian Central Summer Time (ACST) to moira@iap2.org marked Professional Development Manager CONFIDENTIAL. Once the Expressions of Interest have been scrutinized, a call for a more complete application will be made to those deemed to be qualified. It is anticipated the applications will need to be received by 21st January, 2011 5:00pm ACST.