

Administrator

International School Grounds Alliance



Job Description

Purpose of the role

Professionalise the administrative and communication tasks related to smooth running of the International School Grounds Alliance Executive Committee and Leadership Council.

About the International School Grounds Alliance

The International School Grounds Alliance (ISGA) is a not-for-profit volunteer-run, social enterprise that promotes regular and frequent use of school grounds for learning and play. Additionally, its remit includes promoting the importance of sustainable design and management of school grounds.

More detailed information about the work of the ISGA is available on [our website](#).

The ISGA is administered by a 7 person **Executive Committee**, whose members are elected by the Leadership Council and serve two- or four-year terms of office.

The ISGA's **Leadership Council** comprises individuals and organisations already playing, or developing a significant role in the use, design or management of school grounds in their geographical region. Leadership Council members pay a voluntary annual subscription, hold voting rights and are expected to participate in at least one of the ISGA's working groups.

ISGA business is moved forward through **Working Groups**, the focus of which evolves over time, but which currently comprise Events, Research, Climate and Outdoor Learning. Most WG meetings are held remotely.

Every 2-3 years, the ISGA holds **International Conferences**, with a Leadership Council member hosting. The most recent conference was held remotely (due to Covid restrictions) in Scotland in 2022; the next is planned for 2023 in Brazil. Conferences usually include speakers from around the globe, offer a wide variety of workshops on various themes and take participants on visits to schools and sites of ecological or educational interest.

Conferences conclude with a **Retreat** for Leadership Council and Executive Committee members, at which an agenda for future ISGA business is discussed and agreed and Working Groups are able to meet in person.

ISGA members support the organisation's work through their own everyday roles. They do not hold voting rights and cannot attend the Retreat, but are most welcome to participate in all other ISGA events.

In the first instance, please express your interest in supporting this role by contacting an ISGA Executive Committee member:

Julie Mountain (UK)

julie@playlearninglife.org.uk

Kelly Logan (Australia)

kerrylogan@gmail.com

Jaime Zapatosch (USA)

jaime@childrenandnature.org

Angela Ibañez (Chile)

aibanez@patiovivo.cl

Key tasks

1. Organisational administration
 - a. Support the Executive Committee, including: organising online meetings; compiling agendas and taking notes of monthly meetings; circulating information and communicating Executive Committee decision making to Leadership Council members.
 - b. Support Working Group meetings, including: agreeing dates and online platforms with Working Group leads; sending out invitations; note taking if required by Working Group leads; circulating notes, updates and information about Working Groups.
 - c. Ensure timely payment of invoices and grant claims through regular communications with the ISGA's fiscal authority.
2. Leadership Council (LC) support
 - a. Administer the recruitment process for potential Leadership Council members, including: sending application forms; summarising applications for the Executive Committee; welcoming new members; assisting their
 - b. Keeping track of subscriptions, including: sending payment reminders and liaising with the fiscal body that manages ISGA funds.
 - c. Sourcing blog posts, news items, project updates and event information from Leadership Council members to upload to the ISGA website.
3. Communications
 - a. Source new material for the ISGA website to ensure it is regularly updated, to include: blog posts; event notifications; research updates; images and case studies; newsletters and other materials as appropriate.
 - b. Compile and send short email newsletters to Leadership Council members.
 - c. Regular updates of ISGA social media accounts – currently Twitter and Facebook – including sharing material likely to be of interest to ISGA members.

Person specification

This role would suit an experienced administrator with excellent organisational skills and the ability to make effective use of scheduling, project management and survey tools. Additionally, the suitable candidate will be proficient with Wix / SquareSpace websites, or be willing to quickly become familiar and proficient.

Ideally, the administrator will be familiar with the work of the ISGA, or be connected to an organisation that actively participates in the ISGA's work.

English is the main language used for ISGA business.

Details

This contract is for a 12 month fixed term. Towards the end of the contract, the effectiveness of it will be reviewed with the intention of continuing if funds allow.

By its nature, ISGA business is carried out around the 'global' clock and the successful candidate will need to be willing to work flexibly, as some meetings and tasks will necessarily take place out of standard office hours.

Timescale

The post is currently vacant and we are seeking to fill it as soon as possible. Please send your initial expressions of interest to recruitment@l.tl.org.uk