

CSIE Assistant Director Job description

Job title:	Assistant Director Centre for Studies on Inclusive Education (CSIE) (0.5 FTE)
Employer:	CSIE Ltd
Location:	Bristol
Responsible to:	CSIE director and Council of Trustees
Salary:	£32,000 plus £1,750 annual contribution to personal pension plan (pro rata)

On the basis of international human rights standards, CSIE works from a children's rights perspective towards the restructuring and inclusive development of all mainstream settings and the end of segregated education.

Working in close collaboration with CSIE's director, the postholder will initially be engaged in the development of current and new CSIE publications, fundraising and lobbying & campaigning activities. Distribution of work will be reviewed after three months. There will be a probationary period of six months.

Lobbying for changes to the law and campaigning for every child's right to inclusive education

The Assistant Director will support the strategic development of CSIE's aims through:

- lobbying for changes in the law;
- commissioning, writing, editing and proofreading papers, press releases, pamphlets and reports;
- collaborating with organisations that share CSIE's aim; and
- representing CSIE on relevant bodies and in consultations.

Fundraising

The Assistant Director will share with CSIE's director the responsibility for fundraising for core budget and/or specific projects.

Administration and management

The Assistant Director will attend the Council's four statutory meetings a year and its AGM and will support the Director on all aspects of management of CSIE, including:

- day-to-day management
- specific projects or events
- development of the Strategic Plan
- reports for CSIE Council of Trustees and for statutory bodies and donors

Publications and website

The Assistant Director will be involved in all aspects of

- managing the Centre's publications, including production, distribution and translations; and
- developing CSIE's website as an information and networking forum and as a more proactive resource for lobbying.

Conferences and training

The Assistant Director will be involved in designing, organising and presenting at conferences and training events, with the dual aim of raising awareness and raising funds for the Centre.

Other Duties

Other duties include generic work across the UK, and overseas as and when appropriate, in collaboration with CSIE's Director and Council of Trustees.