

Job Description Assistant Manager (Membership)

The Assistant Manager (Membership) reports to the Senior Manager (Membership) and is responsible for management support to implement the adult educators' membership scheme. The Assistant Manager will play a supporting role in growing and retaining membership by providing professional development programmes and activities to the members. The Assistant Manager will have a supporting role to manage the implementation of the adult educators' membership scheme.

Responsibilities

Specific responsibilities include:

1. To support the implementation of the adult educators membership scheme, and provide on-going administration of the scheme.
2. To provide management support and coordination of industry advisory and consultative activities to ensure recognitions of the membership scheme from the Continuing Education and Training industry.
3. To support the initiative and sustainability of collaborations with stakeholders to broaden the network to support the development of the membership.
4. To support the development, organisation and promotion of membership programmes and engagement platforms for members' professional development, and effective networking.
5. To support the development, maintenance and enhancement of membership privileges and benefits.
6. To support and contribute to the organisation and distribution of the membership's e-newsletter.
7. To support the organisation and maintenance of the membership database and on-line portal for effective management of the membership scheme and on-line out-reach.
8. To support the development and facilitation of special interest groups within the membership scheme in regular basis.
9. To report regularly to the Training and Adult Education Manpower Skills & Training Council on the development of the membership scheme.
10. Such other management support for adult educators membership scheme as agreed by the Senior Manager (Membership).

Requirements

1. A relevant diploma. Preference in the area of Marketing / Public Relations / Event Management or General Management.
2. 2 – 3 years of working experience in relevant training, education and management activities preferably in an institution engaged in continuing education and training

activities, which could include a government agency, tertiary education institution or corporate entity.

3. Strong development and implementation understanding in workforce skills qualifications or similar standards and qualifications development or curriculum and instructional design desirable, together with a high level capability to liaise and work with training organizations and in-company training units.
4. Experience in developing and managing a membership scheme preferable.
5. High level of writing and document preparation skills.
6. Sound analytical skills and a strong interest in development of national professional development policy and framework in the field of the adult and continuing education.
7. Capacity to work effectively in teams and with CET stakeholders, both local and international.