



## **Job and person specification for MTI Schools Director**

### **Key responsibilities**

- Liaise regularly with MTI board to ensure that processes and procedures are monitored
- Line manage the marketing officer
- Represent the schools at Board Meetings
- Review MTI policies and lead the development of new initiatives and programmes related to schools
- Provide marketing with updates on events and proceedings from internal and external meetings
- Provide content for MTI newsletters
- Support and attend the annual conference
- Attend online board meetings through Skype or Zoom
- Follow-up on agenda items
- Write reports for AGM as representative of the role and direct involvement
- Respond to emails and calls from members, tutors and school and/or direct these queries to the relevant board member/admin team member
- Responsibility for New Tutor applications, assessments and mentoring, along with New Tutor Officer
- Maintaining syllabi for all courses (HM, IHM and SRM)
- Developing new qualifications e.g. setting up an assessor course
- Arrange appropriate tutor-training days
- Arrange and chair meetings of the Schools Council
- Carry forward recommendations from these Schools Council meetings
- Liaise between Schools
- Recommend updates to the Tutor Handbook where necessary
- Oversee Health and Safety management systems of training centres



## Person spec

- Passionate about promoting massage therapy nationally
- Understands and lives the MTI ethos
- Excellent communication skills
- Skilled in IT applications and office suite of programmes
- Able to think critically and analytically
- Capable of mediating between, leading and guiding the MTI schools
- Able to work as part of a team
- Transparent in their judgements and provides an inclusive environment for the development of the MTI and its members
- Capable in developing and initiating new activities that enable the growth of the MTI
- Capable of working with board members to generate income and sustain MTI operationally
- Has excellent working knowledge of the MTI, its history, current practice, and future goals
- Well-read and understands the current debates and concerns across the sector
- Motivational and inspiring and who has the MTI's best interest at heart