



Australian Institute of Architects

CPD Coordinator

1.0 FTE

Are you an outgoing, results driven person?

Do you thrive on developing relationships and delivering quality CPD programs?

Are you a positive and proactive team member?

The Australian Institute of Architects is a national body representing approximately 11,000 architects across Australia. The Institute offers a wide range of high quality, member-focused services supporting architects to remain at the cutting edge of their profession and we are recruiting for a Continuing Professional Development (CPD) Coordinator within the Victorian Chapter.

The Victorian Chapter Continuing Professional Development Coordinator is responsible for ensuring the Chapter's professional development programs are of the highest quality and relevance to members across Victoria. The role reports directly to the Victorian Executive Director and works closely with the National CPD Manager to provide support and services to members based in Victoria.

The successful incumbent will be required to learn quickly and hit the ground running to achieve speedy results and will be rewarded with a dynamic and fun environment! Some out of hours work may be required.

The role is a full time permanent position based in Melbourne CBD.

Accountabilities

- Manage operations of our key state based continuing professional development (CPD) program focusing on development, production and delivery of a regular calendar of CPD events;
- Evaluate, plan, develop and market key CPD products and services to support architectural practices;
- Advocate and liaise within the Institute and externally to support and grow the chapter CPD program;
- Facilitate the development of practice and policy related initiatives.

Key Skills, Qualifications & Experience

- A minimum of three years' experience in education, workplace training, CPD or related fields;
- A relevant tertiary qualification involving education and/or training;
- Attention to detail with strong program management skills including budget development and program evaluation;
- Ability to work collaboratively in the environment of a professional association and capacity to engage with professional and expert committees;
- Demonstrated motivation and ability to work effectively and harmoniously as part of a team;



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- Good writing skills, particularly the capacity to prepare and edit technically oriented materials and publications;
- A broad understanding of architecture and the built environment is desirable but not essential.

Applications with cover letter should be addressed to [Ruth White](#).

Applications close on 8 July 2018.

The Australian Institute of Architects is the peak body for the architectural profession, representing 11,000 members across Australia and overseas. The Institute actively works to improve the quality of our built environment by promoting quality, responsible and sustainable design. Learn more about the Institute, log on to www.architecture.com.au.