

# **Association of Occupational Therapists of Ireland: Continuing Professional Development Administrator** **(<https://www.activelink.ie/node/110509>)**



## **Continuing Professional Development (CPD) Administrator**

### **Position Description**

As the professional body for Occupational Therapists in Ireland, one of the key roles of the Association of Occupational Therapists of Ireland (AOTI) is to support the continuing professional development (CPD) of our 1,800 members. All Occupational Therapists in Ireland are required to participate in CPD activities to maintain their professional registration with CORU. The CPD Administrator is responsible for supporting all aspects of CPD within AOTI and ensuring the efficient day-to-day administration of the AOTI CPD programme. They will work closely with the Director of Professional Development to deliver a vibrant and responsive AOTI CPD programme.

Reporting to the Director of Professional Development, they will work as part of a highly motivated small team of staff members, in a dynamic environment. The successful applicant will draw on their experience to support the planning, running and evaluation of the AOTI CPD programme alongside the Director of Professional Development. The role will involve working collaboratively with AOTI Advisory Groups, AOTI Committees, other professional bodies and other internal and external stakeholders to deliver a successful CPD programme for AOTI members and the Occupational Therapy profession in Ireland.

As a professional body representing the Occupational Therapy profession, our member volunteers are central to the operation of the organisation. The CPD Administrator will be dealing with member volunteers in their engagement with AOTI Advisory Groups and Committees which requires a flexible and collaborative approach.

**Please see Job Description attached below.**

### **How to Apply**

Interested candidates should submit a cover letter and CV to Odhrán Allen, Chief Executive Officer, [aceo@aoti.ie](mailto:aceo@aoti.ie) (<mailto:ceo@aoti.ie>). Candidates should include in their cover letter their suitability for the role and how they meet the requirements based on any relevant experience. Applications will be reviewed and a shortlisting process will occur to select the most suitable candidates for interview.

The application deadline is 5pm on **Wednesday 18th September**. AOTI is an equal opportunity employer and encourages candidates from diverse backgrounds to apply. Informal inquiries can be directed to the CEO at the above email.

#### **Region**

Dublin / Hybrid

#### **Date Entered/Updated**

27th Aug, 2024

#### **Expiry Date**

18th Sep, 2024

#### **Attachment**

#### **Size**

<b>Attachment</b>	<b>Size</b>
<a href="#"><u>CPD Administrator Job Description.pdf</u></a>	249.01 KB

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**Source URL:** <https://www.activelink.ie/vacancies/education-training/110509-association-of-occupational-therapists-of-ireland-continuing-professional-development-administrator>