



POSITION DESCRIPTION

Fellow of Dental Sleep Medicine Program Manager

Reports to: Chief Executive Officer

Direct reports:

- None

Role purpose

The Program Manager is responsible for managing and developing the association's new certification program for dental sleep medicine professionals. This program was launched in November 2021, so this is a new role delivering a new program. Working closely with the CEO and the Fellow of Dental Sleep Medicine Advisory Committee (which has oversight responsibility for the program), the role will establish operational processes, develop promotional channels to recruit candidates, provide subject matter expertise in dentistry or sleep science, and support the work of the Advisory Committee. The initial appointment will be on a casual basis for an estimated 5-12 hours per week. All employees work from home.

Key responsibilities

Program management

- Manage all aspects of the program through the ASA Learning Centre
- Ensure regular, clear communication with program candidates
- Develop and enhance the information and other supports available to candidates to improve the program's appeal and outcomes for candidates
- Design and implement program evaluation activities that demonstrate its value to prospective candidates
- Work with the Advisory Committee to ensure continuous improvement of the program and implement new program activities or benefits as required
- Coordinate the annual examination and manage its online question banks
- Coordinate the development and testing of new examination questions
- Support communication about the program through writing regular news articles for ASA members and reports for the Board.

Promotion

- Develop and implement a promotional strategy to recruit program candidates
- Write and develop promotional materials such as brochures, videos, advertisements and news articles
- Monitor enrolments and ensure agreed annual targets are met
- Develop relationships with key opinion leaders to promote the program

- Ensure feedback on program improvements is considered by the Advisory Committee.

Administration

- Provide executive support to the Advisory Committee including coordinating meeting schedules, agendas, regular reporting and minutes
- Respond to inquiries from prospective and current candidates to ensure clear communication and smooth operation of the program
- Contribute to the smooth functioning of the organisation.

Skills, attributes and experience

Essential:

- Tertiary qualifications in a relevant discipline (these may include a scientific discipline, communications, marketing, or project management)
- Excellent interpersonal skills with the ability to communicate effectively with a wide range of people
- Good planning and organisational skills with attention to detail and ability to multi-task, prioritise effectively and work to deadlines
- Experience in planning and executing promotional strategies
- High level of information technology skills and aptitude
- Innovative mind-set that sees opportunities and how to harness their potential
- Ability to balance revenue generation with scientific credibility and reputational considerations
- Ability to work independently as a member of a small virtual team
- Commitment to being part of a culture that values respect, collegiality, diversity, evidence-based decision-making, lifelong learning and innovation.

Desirable:

- Previous experience in a member-based organisation
- Previous experience in an educational program administrator or manager role.