

Teaching and Learning Officer, Design History Society Trustee

As a voluntary, unpaid member of the Executive Committee, the Teaching and Learning Officer's key responsibility is to oversee and shape the DHS's strategies around education and learning. The Teaching and Learning Officer reports directly to the Chair and the Executive Committee relating to the sharing and promoting of good practice in teaching and learning in design history worldwide.

Key responsibilities

- The Teaching and Learning Officer's task is to foster and to sustain a global network through which the exchange of good practice and support for all those involved in learning and teaching in design history and related fields is facilitated.
- To advocate the support and development of design history teaching and pedagogy.
- To work closely with the Ambassadors to support their student-focused activities.
- To foster improved diversity, inclusivity and access in the teaching and learning of design history worldwide.
- To work closely with the Student Representative (non-trustee) and Chair, with the support of the Trustees, to create a portfolio of annual events of seminars and symposia for the development of skills and knowledge particular to design history and its related fields. These initiatives can engage with students at all levels of study worldwide.
- To organise and support the writing and publishing workshop at the annual conference.
- To work with the Grants and Prizes Officer to encourage submissions for the [Design Writing Prize](#).
- To facilitate dialogue and networking opportunities amongst those involved in teaching the history of design and related disciplines.
- To provide relevant teaching and learning material for DHS news bulletins, website and social media presence.

Skills and Experience Required

- Good knowledge of the field of design history and its wider networks
- Excellent communication and organisational skills.
- An awareness and understanding of academic teaching and research practice, at all levels.

General requirements and commitments of Trustees:

- Commitment to equality and diversity.
- Attendance at 4 x online quarterly Executive Committee Meetings, normally held in January, April, June and November.
- Attendance in-person at the Annual General Meeting, normally held at the DHS Annual Conference in September (location can be global).
- Attendance at the DHS Annual Conference, normally 3-4 days in early September (location can be global).
- Submit reports before quarterly meetings and for the Annual Review.
- To abide by the [Charity Commission's code of conduct](#), in all his/her/their work for the society.
- The term of office would normally be three years.