



National Seminar 2009

Available support from the AEA

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Introduction

- **Management and operational support**
 - **Consultancy services**
 - **Recruitment**
 - **Management support**
- **Staff Development**
 - **The Qualifications suite**



Consultancy Services

- **Experienced administrators**
- **Assist with:**
 - **Registration**
 - **Elections**
 - **Operational management**
- **Warning – more requests than consultants**



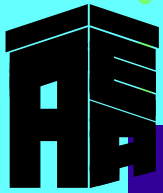
Recruitment (1)

- **Assist with job description, person specification and advert**
- **Advise on appropriate advertising media**
- **Place advert on AEA website**
- **Undertake targeting of AEA members**
- **Act as point of contact**
- **Act as technical adviser to the Council**



Recruitment (2)

- **Assist with shortlisting**
- **Prepare assessment exercises**
- **Assess presentations/in tray practical exercises**
- **Participate in the interviews**
- **Provide feedback to candidates**
- **Assist with induction & identifying future development requirements**



Management Support (1)

- **Mentoring for new staff**
- **Development planning**
- **Health checks**
- **“Hit squad” approach for authorities with significant problems**
- **Interim management arrangements**



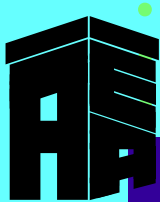
Management Support (2)

- **Assistance with election accounts**
- **Shared services advice and implementation**
- **Undertaking of reviews**
- **Project management services**
- **Quality assurance for projects and services**



Qualifications

- **Foundation course**
 - **Five modules (ER (2): EA (3))**
 - **Supported by FC Manual**
- **Certificate (2 modules)**
- **Diploma (3 modules)**
- **Link to performance standards**



How to get that support

Click on

www.aea-elections.co.uk