**A logo for a literacy agency

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**Secretary and Early Years Lead**

**Invitation to apply to join a global team of consultants, practitioners and researchers.**

The International Physical Literacy Association (IPLA) is a registered charity in England, formed in 2014 to promote and encourage the adoption of physical literacy across the life course. Two voluntary positions have become available at the IPLA, those being **Secretary** and **Early Years Lead**.

**Secretary**

The Secretary is expected to be a current member of the IPLA who can contribute to the overall governance and strategic development of the Association. They should have significant experience related to the promotion and understanding of physical literacy and be able to offer their experience, expertise, time, and enthusiasm to the IPLA. The role will require a commitment to support the management of the Operations Committee and Trustees to fulfil its governance responsibilities including compliance with governing documentation, charity law and any other relevant legislation or regulations and to make sure that the organisation pursues its objects as defined in its governing document. It will also involve managing the administrative task associated to membership, organisation calendar, MOU’s and meetings.

**Early Years Lead**

The Early Years Lead is expected to be a current member of the IPLA who can contribute to the overall governance and strategic development of the Association. They should have significant experience related to the promotion and understanding of physical literacy and be able to offer their experience, expertise, time, and enthusiasm to the IPLA. The role will require a commitment to support the management of the Operations Committee and lead an Early Years team in the promotion and understanding of physical literacy within this important area of work. It will involve coordinating and attending meetings and developing resources applicable to Early Years.

**How to Apply**

To express an initial interest to become **Secretary** or **Early Years Lead**, applicants should be current members of the IPLA (you can join via the website [here](http://www.physical-literacy.org.uk) ) and you should provide a cover letter which outlines your interest and includes:

* Your personal details and current / recent professional roles
* Your current or previous history with physical literacy and the IPLA
* Your current understanding of the core principles of physical literacy
* How you feel that you can contribute to the IPLA through the specific role.

Role Descriptions can be found on the website.

Registrations of interest should be received on or before 30th January 2024, following which a short-listing process will identify those who are to progress to interview.

Please send your expressions of interest to Nigel Green ( Chair) no later than 30th January 2024.

[nigel.green@physical-literacy.org.uk](mailto:nigel.green@physical-literacy.org.uk)